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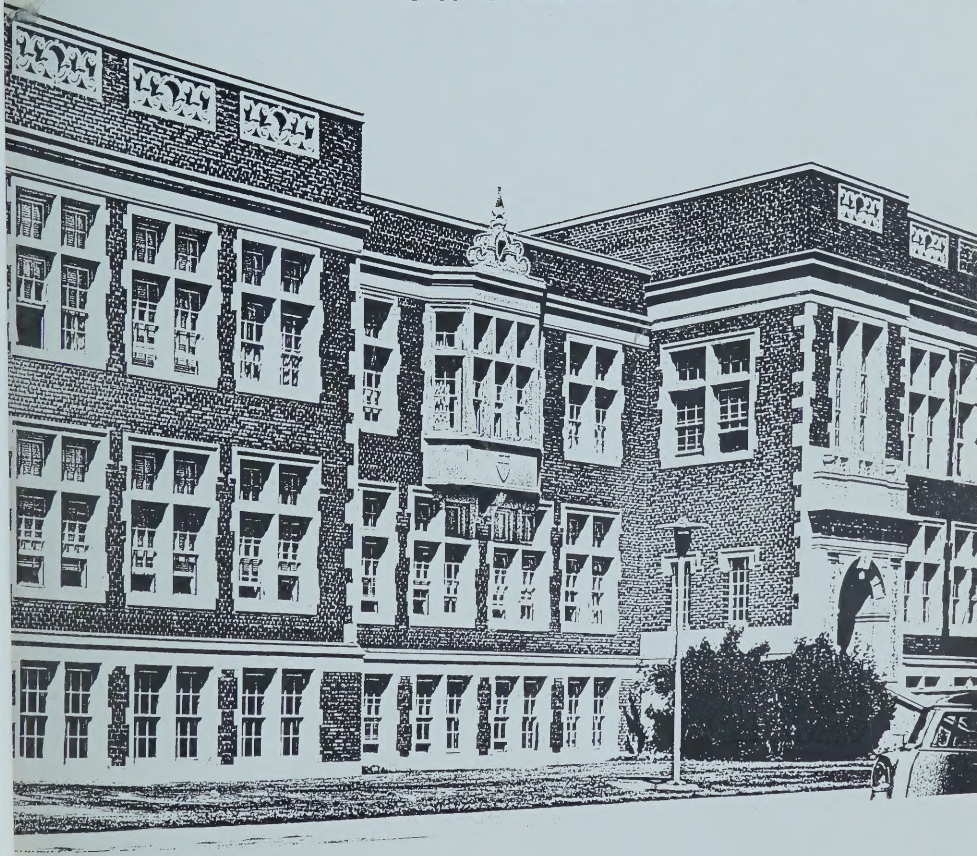
DEPARTMENT OF EXTENSION
THE UNIVERSITY OF ALBERTA

Calendar 1968-1969



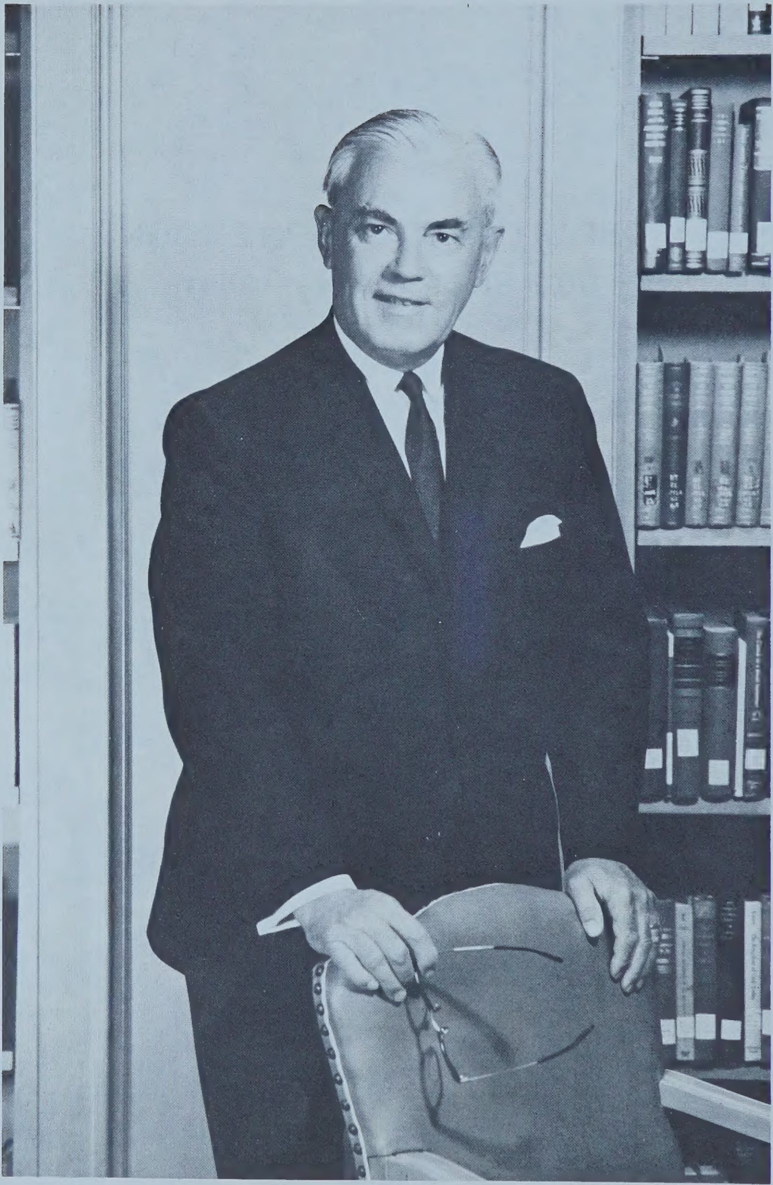
CONTINUING EDUCATION

DEPARTMENT OF EXTENSION
THE UNIVERSITY OF ALBERTA
EDMONTON, ALBERTA

CONTINUING EDUCATION

DEPARTMENT OF EXTENSION

1968-69



Walter H. Johns

FOREWORD

It is becoming more evident with each passing year that education should not end with the formal program of studies offered in school or university. The swift pace of change in our society, in science, in technology, in medicine, and in our economic and political life, makes it essential for informed and responsible citizens to continue their education throughout their lives.

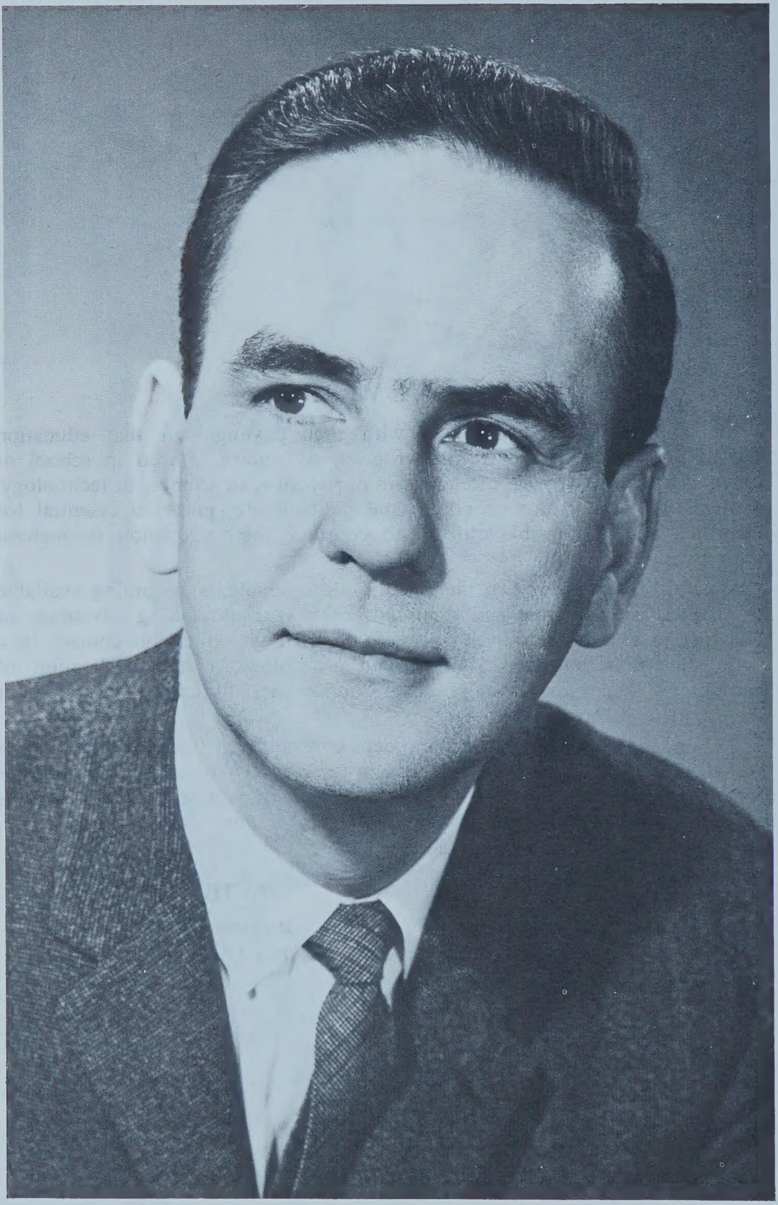
Leisure time, at least in the case of some people, is becoming available to an increasing degree, and thousands each year are taking advantage of this fact to enrich their lives by enrolling in adult education courses in a wide variety of subjects from Mayan archeology to the application of computer science, and from practical courses in sculpture to programs for the small investor.

Your Department of Extension keeps constantly in touch with the needs and desires of the people of Alberta in an effort to provide opportunities for further education of all kinds. We hope you will study the programs available this year and enroll in the subjects of your choice for pleasure, for profit, or for professional advancement.

WALTER H. JOHNS,

President,

The University of Alberta.



Duncan Campbell

When The University of Alberta was established in 1907, its President and staff were determined that this institution should serve all of the people of the Province. The members of that new faculty, distinguished scholars from established universities, became frequent visitors to the small towns and villages of what was then a rural and agricultural Alberta. Through a Department of Extension established in 1912, the University continued its job of sharing its resources with the people of the Province through lectures, "Magic Lantern" shows, the provision of parcels of study materials and through many a midnight discussion between professor and farmer in a rural school house or homestead. This year, on the fifty-sixth anniversary of its establishment, University Extension offers a wide range of opportunities for life-long learning.

No person in this age of dramatic change can remain effectively educated without continuing study. Through the programs and facilities which this Calendar announces, the University offers its resources to all adults who recognize that life is a process of continuing education.

The Extension Library, of 63,000 volumes circulated through open shelf borrowing or through travelling box libraries to isolated communities, provides basic materials for continuing education. Programs of directed reading and study discussion kits offer groups and individuals those "retreats for the mind" which Dr. Samuel Johnson held so necessary.

Audio-visual materials of the Education Media Division open up bright new worlds and offer ready new dimensions to programs of community organization.

The certificate courses of training in local government, public administration, business management, personnel administration, real estate, and accounting, underline the growing demand which our technical society puts on continuing education.

Programs in the arts, with their warmth and colour, focus on another dimension of the rounded life.

You are invited to share with many other students the enthusiasm and satisfaction which follows their investment in all of these opportunities for self-expression and for growth in taste and sensitivity.

The work of the Department of Extension goes beyond the provision of courses. The members of its staff who share this job of continuing education offer skills and training from the fields of economics, engineering, business, law, agriculture and others. They are available to work with your organization in the development of its continuing education program. We encourage you to draw on the staff and resources of this Department.

Sir Josiah Stamp, the eminent English economist, wrote that the purpose of adult education is to help people "to earn a living, to live a life, and to mould a world". I invite you to share the excitement and satisfaction, the heightened awareness, the new understanding, and the expanded sensitivities which are the returns of life-long learning.

DUNCAN CAMPBELL,
Director of Extension,
The University of Alberta.

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Athabasca Hall with The University of Alberta's first permanent building. Turning the first sod are the Honourable A. C. Rutherford, Premier of Alberta (holding the plow), and Dr. H. M. Tory, first President of the University (on his left).

General Information

HISTORICAL SKETCH

Introductory

The University of Alberta is a publicly-supported, co-educational institution, sharing with the Universities of Calgary and Lethbridge the sole right of conferring degrees, other than degrees in Divinity, within the Province of Alberta. It is a member of of the Association of Commonwealth Universities, of the Association of Universities and Colleges of Canada, and of the International Association of Universities.

The University possesses 878 acres of land, of which 154 acres constitute the campus and 724 acres constitute the University Farm. Additional land is gradually being acquired. The campus borders the wooded southern bank of the North Saskatchewan River, about two miles from the business centre of Edmonton. On the campus are located some sixteen major teaching and research buildings, as well as two affiliated colleges, four halls of residence, the Students' Union, and service buildings. Adjoining are the Research Council of Alberta, the Provincial Laboratory of Public Health, two teaching hospitals, and the Northern Alberta Jubilee Auditorium.

The Beginnings of the University

Alberta became a province in 1905. In 1906 the first session of her legislature passed an act to authorize the establishment of The University of Alberta. The act's sponsor was Alexander Cameron Rutherford, Alberta's first Premier and first Minister of Education. His government purchased the site in what was then Strathcona, and Dr. Rutherford himself persuaded Henry Marshall Tory to leave McGill to become the University's first President, an office he held from 1908 to 1928.

The Act permitted all resident graduates of British and Canadian universities to register as members of Convocation. Convocation elected five members to a Senate; the government appointed ten more. The Senate, acting as the governing body of the University, established the Faculty of Arts and Science as the core of the new institution. In 1910 a revision of the *University Act* constituted the Board of Governors, with powers of business management and administration.

Classes opened in September, 1908, in what is now Queen Alexandra School with forty-five students and a faculty of five: W. H. Alexander, Classics; E. K. Broadus, English; W. M. Edwards, Mathematics; L. H. Alexander, Modern Languages; and Dr. Tory himself. Thence they moved to the upper floor of Strathcona Collegiate Institute and then in 1911 to Athabasca Hall. Athabasca not only served as residence for staff and students, but also accommodated classrooms, laboratories, the library, the gymnasium and the administrative offices. The members of the first graduating class received their degrees at the Convocation of 1912, with Mr. Justice C. A. Stuart presiding as Chancellor.

A period of rapid growth followed, with registration reaching 439 in 1914. Assiniboia Hall was completed in 1913, Pembina Hall in 1914, and the Arts Building was formally opened in 1915. The Faculty of Law had its beginning in 1912. In the same year the Department of Extension initiated its work of promoting a closer relationship between the University and the people of the province. In 1913 the Faculty of Applied Science (in 1948 renamed Engineering) and the Faculty of Medicine were instituted, the latter able to offer three years of a five-year program.

The Students' Union was established during the first session and the first edition of *The Gateway,* the students' newspaper, appeared in 1911. The Committee on Student Affairs began in 1912 as a joint committee of students and University officials to exercise general supervision over matters affecting student welfare and discipline. Today the Council on Student Affairs carries on its work.

Years of Challenge: 1914 to 1945

The outbreak of war in 1914 slowed the pace of development. The new University sent 438 of its staff, alumni, and students to the armed forces. Eighty-two were killed or died on active service. Their names, together with those of the casualties of the war of 1939-45, are commemorated on a bronze tablet near the entrance to Convocation Hall and by the Memorial Organ installed in 1923.

Although the war brought a halt to the building activity, the organization of the University's teaching moved on with the establishment of the Faculty of Agriculture in 1915, the School of Accounting (later the Faculty of Commerce) in 1916, the School of Pharmacy and the sub-faculty of Dentistry in 1917 and the Department of Household Economics in 1918.

With the end of the Great War the University rapidly expanded in number of students and staff. New laboratory facilities were built adjacent to the Arts Building, and the Medical Building was completed in 1921 in the form it had until new wings were added following the war of 1939-45. The curriculum was fundamentally revised in 1919-20 to permit greater freedom in election of courses. The first summer session was held in 1919. The institution of the Research Council of Alberta signified not only an increasing emphasis on science, but a further recognition of the University's involvement in the development of the province. In 1927 St. Joseph's College was opened under Roman Catholic auspices. St. Stephen's College had, as Alberta College South, been the first building on the campus. It was renamed in 1927 after the union of the Methodist and Presbyterian churches and became the United Church theological college for Alberta.

The depression years brought serious problems. Though registration did not decline, its increase was painfully slow, from 1,560 students in 1929, to 2,327 in 1939. Full-time teaching staff increased even more slowly. The budget actually fell and did not recover to its pre-depression level until after the war. No new building took place after the present Corbett Hall was completed. (Corbett Hall was originally constructed as a provincial normal school, not a University building.) Dr. R. C. Wallace succeeded President Tory in 1928, and in 1936 was followed by Dr. W. A. R. Kerr, who had been the first Dean of the Faculty of Arts and Science. The affiliation of Mount Royal College in 1931 marked a new beginning of university work in Calgary. The Banff School of Fine Arts opened in 1933 and the Western Board of Music was established in 1931. Entrance to the University from

Grade XI was abolished in 1937. In 1930 fraternities were permitted; a less controversial change was the abolition of the old practices involved in freshman initiation.

The impact of the war of 1939 was very different from that of 1914-18. Though war naturally disrupted the University's life, there was a determination to preserve its essential being while using its facilities as fully as possible in relation to the national effort. The Air Force took over the three residences and out-of-town students, whose numbers had not substantially declined, flocked into Garneau boarding houses and made use of a new cafeteria, known to later generations as Hot Caf. Medicine, Dentistry, and Education offered accelerated courses. Engineering offered special courses to members of the armed services. No more important development took place than the acceptance in 1945 by the University of sole responsibility for the training of Alberta teachers. The School of Education, established in 1928, became a faculty in 1942, and after the war it became, in terms of enrolment, the largest in the University.

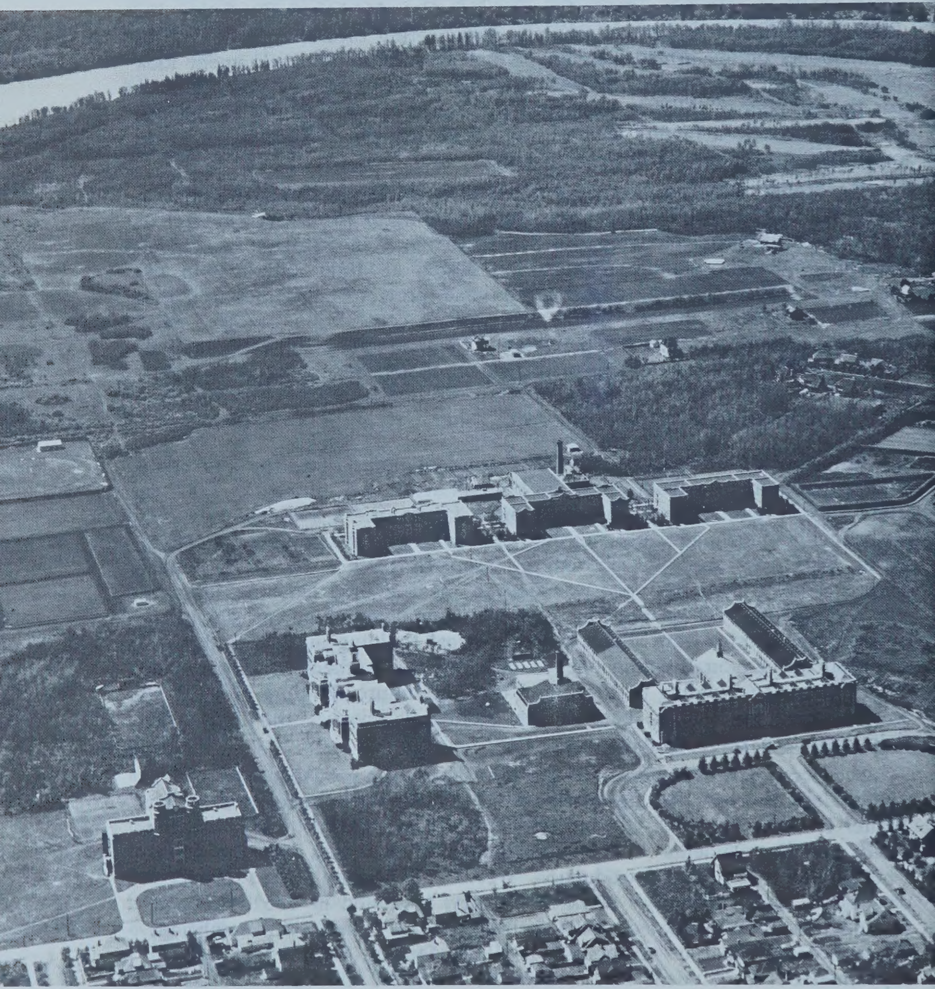
Dr. Robert Newton was named President on Dr. Kerr's retirement in 1941. He played an important part in the framing of the *University Act* of 1942, which transferred from the Senate to the General Faculty Council jurisdiction over academic matters and vested all final authority in the Board of Governors, whose jurisdiction had previously been confined to finance. No major changes in the University's constitution occurred until the *Act* of 1966 provided for the establishment of other and separate provincial universities under a Universities' Commission.

Years of Expansion: *1945 to 1968*

With the end of the war, a flood of veterans poured into the University and registration rose from 2,023 in 1943-44 to a peak of nearly 7,000 in 1947-48. Accommodation in classrooms, laboratories, and libraries was pathetically inadequate, and housing was generally even less satisfactory. Army huts only partially relieved the pressure. While by 1947 student numbers had tripled from pre-war figures, the full time teaching staff did not even double. Thereafter the pace of campus development slowly increased. New wings were added to the Medical Building in 1947 and 1948; the Students' Union Building opened in 1950; the Rutherford Library and the Engineering Building in 1951; and the Agriculture Building in 1953 (it was enlarged in 1958 to become the Biological Sciences Building). The Administration Building dates from 1957.

The hectic post-war years merged into the slower growth of the 1950's. Dr. Andrew Stewart became President in 1951 and was succeeded by Dr. Walter H. Johns in 1959. Old institutions like *The Gateway, Evergreen and Gold,* and the Students' Union flourished and new ones like the Mixed Chorus, the Freshman Introduction Week and Varsity Guest Weekend developed. The University's work in Calgary, instituted in 1951, gradually expanded and an affiliated junior college was established in Lethbridge. These became separate universities in 1966. Student Counselling Services supplemented the Student Health Service, the latter almost as old as the University. The establishment of Graduate Studies as a Faculty in 1957 marked a new and important emphasis on this aspect of the academic program. The growing complexity of the University's offerings led to the separation of Faculties of Arts and Science in 1963.

Growth in student numbers is reflected in the continuing building program, including the new Engineering and Biological Sciences Buildings, and in the expansion of the University into North Garneau, where many houses had already been taken over for University use. The University Farm provided a site for married students' housing. Late in 1965 a beginning was made on the new Students' Union building, which was opened in 1967. The contrast with its nearby predecessor, opened only fifteen years before, symbolizes the growth of The University of Alberta in the post-war years.



The campus in the early 1920's: it was to remain almost unchanged for 25 years.

ADMINISTRATIVE OFFICERS OF THE UNIVERSITY

W. H. JOHNS, Ph.D., LL.D., President
M. WYMAN, Ph.D., Vice-President (Academic)
D. G. TYNDALL, Ph.D., Vice-President (Finance and Administration)
W. H. WORTH, Ed.D., Vice-President (Campus Planning and Development)
D. E. SMITH, Ph.D., Dean, Faculty of Arts
D. M. ROSS, Ph.D., Sc.D., Dean, Faculty of Science
A. R. THOMPSON, LL.M., Acting Dean, Faculty of Law
R. M. HARDY, Sc.D., Dean, Faculty of Engineering
W. C. MacKENZIE, M.D., Dean, Faculty of Medicine
C. F. BENTLEY, Dean, Faculty of Agriculture
H. T. COUTTS, Dean, Faculty of Education
H. R. MacLEAN, D.D.S., Dean, Faculty of Dentistry
M. J. HUSTON, Ph.D., Dean, Faculty of Pharmacy
A. G. McCALLA, Ph.D., Dean, Faculty of Graduate Studies
L. C. LEITCH, M.B.A., Acting Dean, Faculty of Business Administration and Commerce
M. L. VAN VLIET, Ed.D., Dean, Faculty of Physical Education
R. E. McCLURE, M.P.H., Director, School of Nursing
E. L. EMPEY, Ph.D., Director, School of Household Economics
J. B. REDFORD, M.D., Director, School of Rehabilitation Medicine
M. H. B. MacLEAN, B.Sc., Director, School of Dental Hygiene
S. R. REED, M.A., Director, School of Library Science
D. D. CAMPBELL, M.A., Director of Extension
J. W. GILLES, Ed.D., Director, Summer Session and Evening Credit Program
B. B. PEEL, M.A., Librarian
A. D. CAIRNS, B.A., Registrar

DEPARTMENT OF EXTENSION ACADEMIC STAFF

DUNCAN CAMPBELL, M.A., Professor and Director of Extension
C. M. LOCKWOOD, B.A.Sc., Associate Professor and Assistant Director
D. A. BANCROFT, M.A., M.P.A., Associate Professor
D. M. CATMUR, M.A., M.A.L.D., Associate Professor
G. A. EYFORD, M.A., Associate Professor
R. R. FARYON, M.B.A., Associate Professor
D. N. LITEPLO, B.Comm., Associate Professor
J. E. MULLOY, B.A., B.Comm., Associate Professor
H. W. ROBERTS, M.A., Associate Professor
J. A. SHAW, M.S., Associate Professor
W. H. STEWART, M.S., Associate Professor
D. D. BARRY, A.O.C.A., Assistant Professor
A. M. ELLIOTT, M.P.H., Assistant Professor
G. W. LAMBLE, M.Sc., Assistant Professor
J. M. McDONALD, M.S.W., Assistant Professor
G. H. WRIGHT, B.A., Assistant Professor
H. WOHLFARTH, D.F.A., Hon. Ph.D., Assistant Professor
H. G. SAVAGE, Dip. in Art, Sessional Instructor
J. P. VAN ALDERWEGEN, Nat'l. Dip. in Design, Sessional Instructor
M. I. DODDS, M.S., Extension Librarian
M. L. ENGLISH, M.L.S., Assistant Librarian
E. I. McCALLUM, B.L.S., B.A., Assistant Librarian
E. I. SAVIC, B..S., Assistant Librarian

ADMINISTRATIVE ASSISTANTS

H. M. GOLDBERG
E. N. BANCROFT, B.A.
P. N. LAKING, B.A.
J. V. SHOCKEY, B.A. (Hons.)

DEPARTMENT OF EXTENSION

GENERAL INFORMATION

The Department of Extension exists to link the University and the community through continuing education. This calendar describes in some detail part, but not all, of the extension programs of continuing education for adults which it undertakes.

The Department works as a catalyst with members of the faculty and the community to extend this program and increase the continuing education facilities available to adults in the Province. Some of the specific ways in which the Department carries out its work are . . .

- It provides consultative services on effective ways of meeting the continuing education needs of adults.
- It develops and administers particular educational programs at the request of faculty and community members.
- It provides an administrative service to conferences, residential and non-residential short courses, seminars, workshops, and evening courses.
- It initiates and develops programs which can upgrade the continuing education opportunities in the Province, obtaining the necessary faculty and other support for such programs.
- It conducts research in matters related to continuing education.

The work of the Department is carried out by these subject area divisions, supported by a general administrative office.

- Liberal Studies
- Business and Professional
- Rural Development
- Public Administration
- Fine Arts
- Educational Media
- Extension Library

Registration

Unless otherwise indicated there are no educational prerequisites for most University Extension courses.

Students wishing advice as to their selection of classes are invited to apply for interview with members of the staff, who will be pleased to discuss individual programs by appointment.

In a few courses, students are required to submit a brief résumé of education background and business experience. These are specifically noted in the Calendar.

It is advisable to register in advance, since in many courses the number of persons who may be accepted is restricted. Applications may be accepted in order of their receipt or on an indicated basis of selection, depending on the nature of the course.

Application forms may be obtained through the Department of Extension by phoning Edmonton 439-2021, or by writing the Department.

REGISTRATION BY MAIL: Payment by cheque or money order, payable to The University of Alberta, should accompany application forms.

REGISTRATION IN PERSON: Extension offices are open for registration Monday through Thursday, 8:30 a.m. to 8:30 p.m., and Friday, 8:30 a.m. to 5:00 p.m., commencing September 16, 1968.

If a class is not oversubscribed, students may also register at the Extension office on the first meeting of a class, but prior registration is preferable to ensure a place in the class. Students who plan to register on the first night should report to the Extension office at least 45 minutes before the class is scheduled to begin.

In no case will telephone applications be accepted. Preliminary registration is not complete until the applicant has received a receipt for fees tendered.

The University reserves the right to restrict registration in any class, to make changes to the published list of instructors and to cancel any class for which an insufficient number of registrations have been received. If a class is cancelled fees already paid will be refunded.

Guest Cards

In a limited number of courses, Guest Cards may be available for students who wish to attend the first lecture before deciding on their program. Application for a Guest Card must be made to the Department of Extension in person on the date of the first class. The card must be surrendered at the first class and will admit the student only to the course specified.

Students who do not register in advance or who do not present a Guest Card will not be admitted to any class.

Fees

The fee for each course is indicated in the course description. Fees must be paid in advance. The Department of Extension reserves the right to exclude from classes any student whose fees remain unpaid at the second lecture.

A Withholding Fee of Five Dollars ($5.00) is included in most fees quoted for courses. This amount is not returnable and will be withheld from all refunds to cover the cost of processing the registration and withdrawal.

A validated receipt will be received by the student when fees are paid. This must be presented at the first lecture. Persons wishing to claim an Educational Deduction on their income tax are asked to retain the pink class admittance slip for this purpose.

A reduction in fees is available in some courses for members of the same family, resident at the same address.

Refunds

Students who attend the first or any lecture of any course are liable for fees unless they notify the Department in writing of their intention to withdraw. Application for refund must be made in writing and be accompanied by the pink class admittance slip, prior to the second class in any program. After approval, three to four weeks should be allowed to process a refund. Withdrawal forms are available from the Department of Extension on request.

When a student withdraws from a course, any refund approved will be subject to the withholding of $5.00 plus a pro-rata charge based on the number of lectures held.

Non-attendance does not constitute notice of withdrawal. Unless the Department of Extension has been notified in writing that the registrant wishes to withdraw and has been given approval, he is considered to be in attendance and is liable for fees.

Refund applications will not be accepted from students selected to attend courses for which a maximum registration has been assigned once the course has commenced.

Text Books

Books may be purchased in advance at the Extension office. If texts are not available before the first class, every effort will be made to have them on sale at the first meeting. The Department of Extension does not assume responsibility for return of fees when texts are not immediately available.

EXTENSION LIBRARY AND READING ROOM

Payment of a course fee includes a six-month membership in the Extension Library in the subject area of the course.

Members may receive books by prepaid mail or choose them in person. The Library is open daily from 8:30 a.m. to 4:30 p.m. Monday through Friday, and is reached through the west entrance of the Rutherford Library Building, on the north-west corner of 89th Avenue and 112th Street. A pleasant reading room is available in Corbett Hall, open 8:30 a.m. to 10:00 p.m. weekdays.

EDUCATIONAL MEDIA

AUDIO-VISUAL SERVICES

A Province-wide Loan Service of Films, Filmstrips, Tapes, Recordings

*Agriculture
*Humanities
*Science
*Philosophy
*Fine Arts
*Business Training
*Industrial Training
*Recreation

EDUCATIONAL MEDIA DIVISION

The Educational Media Division of the Department of Extension was established in 1916 with "magic lanterns" and slide sets to serve the many isolated communities in a then agricultural Province. Its facilities today include a substantial library of 16mm educational films, filmstrips, slides and records. It functions to provide a wide range of audio-visual material to groups of adults and organizations as a supplement to organizational programs. Through training programs, short courses and conferences, the Educational Media Division offers instruction on the effective utilization of audio-visual materials and their use as a valuable educational device.

AUDIO-VISUAL MATERIALS AND EQUIPMENT LIBRARY

16mm Film Library

Over 3,800 films in 70 subject areas are at the disposal of all interested individuals and organizations. Film materials are available at a nominal charge per reel and a printed catalogue suitably indexed and providing descriptions of the film materials is available at a cost of $2.00 including supplements.

Filmstrip Library

A library of 2,500 filmstrips in 51 subject areas is available to all interested individuals and organizations. Individual filmstrips or slides are available at a modest charge per item. A descriptive catalogue is available free of charge.

Audio-Visual Equipment and Rental Service

This equipment includes motion picture projectors, both 16mm and 8mm, filmstrip and slide projectors, tape recorders, overhead projectors, opaque projectors and screens which may be rented at various rates depending on the duration of their use.

Projection Service

Trained projectionists are available from the Educational Media Division for organizations in the Edmonton area. A charge is made for this service.

Screening Room Facilities

Facilities are available at no charge for use by representatives of organizations who wish to preview films from the division film library.

AUDIO-VISUAL REFERENCE FILE AND INFORMATION SERVICE

An audio-visual reference file containing a wide variety of publications, pamphlets, journals, etc. of interest to persons interested in audio-visual communication is open to individuals and organizations. This file includes printed materials descriptive of audio-visual materials and equipment, aids to persons interested in the techniques of effective utilization of audio-visual materials, publications on general theory and practice, and reprints of the wide range of useful periodicals in the audio-visual field. This file is open to the public free of charge.

Representatives of organizations wishing to receive information and materials from the Educational Media Division with regard to services and instructional programs should forward their requests to the Department of Extension, Educational Media Division, The University of Alberta, Edmonton.

While a good selection of film materials is now available from the Educational Media Library, many more first-rate materials are available from other sources in U.S.A. and Canada. The Educational Media Division will be happy to consult with individuals and organizations regarding their requirements in audio-visual materials and arrange to acquire these on a loan or rental basis from other sources.

RECORD AND TAPE LENDING SERVICE

Music and drama recordings on both disc and tape are available from the Educational Media Division on an individual membership. In addition to use by individuals, they are intended to provide the basis for the educational programs of provincial organizations. A six or twelve month membership is provided. Additional information about the service can be obtained by writing to the Educational Media Division.

INSTRUCTIONAL PROGRAMS

A variety of short courses and workshops in audio-visual commnication and film programming is arranged annually by the Department of Extension through its Educational Media Division. For details see page 81.

THE EXTENSION LIBRARY

A PROVINCE-WIDE LIBRARY SERVICE

*Biography
*Home
*History and Travel
*Reference
*Business and Industry
*Philosophy, Science
*Social Studies
*Recreation

The Extension Library works closely with all program activities of the Department of Extension by providing books for students registered in Extension courses, conferences and study groups throughout the Province. In addition, the Extension Library provides a general service to residents of Alberta who have no public library in their communities.Books are sent by parcel post to individuals and families throughout the Province and in travelling libraries—boxes of forty books—to small libraries and community groups of all kinds. Reading guidance and information on any subject are supplied either directly to inquirers or through inter-library loan. The collection of over 60,000 volumes puts special emphasis on adult education, community leadership, fine arts, business administration and agriculture and also includes recreational reading for adults and children.

Five kinds of membership are available at annual fees ranging from $1.00 to $5.00: junior, adult, family, group and travelling libraries. Printed catalogues of adult books, kept up to date by supplementary lists, are for sale at a price of fifty cents to $3.00.

For further information and application forms, write to the Librarian, Extension Library, The University of Alberta, Edmonton.

COURSES, CLASSES
AND
CONFERENCES

Liberal Studies

MODERN LANGUAGES AND LITERATURE

CREATIVE WRITING

This course will consist of an intensive look at the *short story,* using the work of successful writers as models. It will involve the selection of one short piece each week, the exchange of critical comments among class members and practical work.
Instructor: J. P. Powell, Department of Educational Psychology.
Dates: Twelve Tuesdays commencing October 1st, from 7:30 to 9:30 p.m.
Fee: $35.00 (including text).

VOICE PRODUCTION AND SPEECH TRAINING

A course of training to acquire an effective presence and speaking voice. It is designed to attain relaxation, correct breathing, resonance, flexible articulation, ear training and the correction of posture faults. The principles of interpretation and public speaking will be dealt with. The course is suitable for all persons interested in oral communication, including businessmen, teachers and others in public life. (Maximum of 25 students.)
Instructor: Mrs. F. St. Jean de Branscoville.
Dates: Twenty Tuesdays commencing October 8th, 1968, 8:00 to 9:30 p.m.
Fee: $40.00.

TWENTIETH CENTURY POETRY

The lives and works of the leading poets of our era. Among those studied will be T. S. Eliot, Ezra Pound, Robert Frost, Wallace Stevens, Dylan Thomas, W. D. Yeats, Marianne Moore and Lawrence Ferlinghetti.
Instructor: Mrs. P. O'Brien.
Dates: Twelve Wednesdays commencing October 2nd, 1968, from 7:00-9:30 p.m.
Fee: $30.00 (including text.)

CHAUCER AND HIS WORLD

A study of the life, times and writings of the Father of English Poetry. The famous *Canterbury Tales* will be treated in some detail and Chaucer's other works will be discussed briefly.
Instructor: Mrs. P. O'Brien.
Dates: Ten Mondays commencing September 30th, 1968, from 7:30 to 9:30 p.m.
Fee: $25.00 (including text).

POLISH LITERATURE OF THE TWENTIETH CENTURY

Polish Positivism of the end of the XIX Century and beginning of the XX Century will be discussed in the first few lectures. This discussion will

tor Fred Owen
Pottery Class.

be based on the works of Maria Dabrowska, Zofia Nalkowska, Boleslaw Prus, Wladyslaw Reymont, Henryk Sienkiewicz and Stefan Zeromski.

The remaining lectures will be devoted to the subject of Young Poland, based on material taken from the writings of Jan Kasprowicz, Jan Lechon, Boleslaw Lesmian, Stanislaw Pryzbyszewski, Leopold Staff, Julian Tuwim and Stanislaw Wyspianski. THIS COURSE WILL BE GIVEN IN POLISH.

Instructor: K. Dabrowski.

Date: Twenty Wednesday evenings, commencing October 9, 1968, 8:00-9:30 p.m.

Fee: $40.00.

ORAL FRENCH I

An intensive beginners course for adults who can devote somewhat more time and energy to learning a second language. No previous knowledge of French is necessary or desirable. This course uses the audio-visual method developed by linguists for language learning, Voix et Images de France.

This course will provide a sound basis for understanding and speaking French fluently.

Date: Each Tuesday and Thursday, commencing September 24th, 1968, 6:00 to 8:00 p.m. (Sixty sessions).

Fee: $150.00. (Class limited to 20 students).

ORAL FRENCH II

An intensive intermediate course for those who have completed the beginning course in this series or Conversational French I or who have an equivalent background in French (first year university French and a certain amount of oral fluency). This course covers the second half of Voix et Images, first degree, and uses the same method.

Date: Each Tuesday and Thursday, commencing September 24th, 1968, 6:00 to 8:00 p.m. (Sixty sessions).

Fee: $150.00. (Class limited to 20 students.)

ORAL FRENCH III

An intensive continuation course, using Voix et Images, second degree. Open to students who complete Voix et Images, first degree, university French, or an equivalent background. After completing this course, the students should be in a position to understand, speak, read and write French with a fair amount of fluency.

Date: Each Tuesday and Thursday, commencing September 24th, 1968, 6:00 to 8:00 p.m. (Sixty sessions).

Fee: $150.00. (Class limited to 20 students.)

CONVERSATIONAL FRENCH I

This course is for those who have a working knowledge of French grammar *roughly equivalent to senior high school level.* The objective will be to develop an easy, fluent, conversational style through classroom practice.

Date: Twenty Wednesdays, commencing September 25th, 1968, 7:30 to 9:30 p.m.

Fee: $55.00. (Class limited to 25 students.)

CONVERSATIONAL FRENCH II

An intermediate course for those who have completed Conversational French I or who have an equivalent background in French. This course covers the second half of Conversational French and uses the same method.

Date: Twenty Wednesdays, commencing September 25th, 1968, 7:30 to 9:30 p.m.

Fee: $55.00. (Class limited to 25 students.)

CONVERSATIONAL FRENCH III

An advanced course for those who wish to improve their fluency in spoken French. Involving essentially conversation and discussion, this course will deal, in French, with a broad range of interesting and controversial topics.

Date: Twenty Wednesdays, commencing September 25th, 1968, 7:30 to 9:30 p.m.

Fee: $55.00. (Class limited to 25 students.)

CONVERSATIONAL GERMAN I

An introductory course in German stressing an oral command of the language by learning and practising patterns used in everyday life. The course will include basic grammar and simple reading. The language laboratory will be used for pronunciation and conversational practice.

SECTION 1

Instructor: Dr. John Whiton

Date: Twenty Monday evenings, commencing October 7, 1968, 6:00-8:00 p.m.

Fee: $55.00 including text.

SECTION 2

Instructor: Mr. Bertram Baier

Date: Twenty Thursday evenings, commencing October 10, 1968, 7:30-9:30 p.m.

Fee: $55.00 including text.

CONVERSATIONAL GERMAN II

A review and continuation course for students who have attended the basic Conversational German I course or who have an equivalent knowledge of the German language.

Instructor: To be announced.

Date: Twenty Tuesday evenings, commencing October 8, 1968, 8:00-10:00 p.m.

Fee: $50.00 including text.

RUSSIAN FOR BEGINNERS

This course is elementary and designed to give students a working knowledge of the Russian language. It provides a study of the essentials of grammar and reading, and drill on useful expressions.

Instructor: Miss Helena Debevc.

Date: Twenty Tuesday evenings, commencing October 8, 1968, 8:00-10:00 p.m.

Fee: $50.00 including text.

CONVERSATIONAL SPANISH I

This is an introductory course designed to acquaint the student with everyday Spanish conversation. Class work will include oral practice based on reading, basic instruction in grammar and pronunciation, the use of the language laboratory and the study of everyday Spanish expressions.

Instructor: Albert M. Forcadas.

Date: Twenty Tuesday evenings, commencing October 8, 1968, 8:00-10:00 p.m.

Fee: $55.00 including texts.

CONVERSATIONAL SPANISH II (Second Year)

A review and continuation course for students who have attended the course Conversational Spanish I, or who have an equivalent knowledge of the Spanish language.

Instructor: R. Arzapalo.

Date: Twenty Tuesday evenings, commencing October 8, 1968, 8:00-9:30 p.m.

Fee: $40.00.

Text: "Foundation Course in Spanish" by Laurel Turk.

UKRAINIAN FOR BEGINNERS

This is an elementary course designed to acquaint students with the structure of the Ukrainian language and to assist them to develop a conversational style. It will include grammar, reading and oral work.

Instructor: Miss Patricia Lynkowsky

Date: Twenty Tuesday evenings, commencing October 8, 1968, 8:00-10:00 p.m.

Fee: $55.00 including text.

SENIOR ORAL FRENCH—*Red Deer*

An intensive course for those who have completed the beginning or intermediate course in this series, the beginning Conversational French course, or who have an equivalent background in French (1st year University French and a certain amount of oral fluency). This course covers the second part of Voix et Images de France, 1st degree, and uses the same method and offers the same advantages as Elementary Oral French above.

Instructor: Leo Peltier, French Consultant, Red Deer Public School Board.

Date: Twenty Wednesdays, commencing October 9, 1968.

Place: Red Deer Junior College Language Lab.

Fee: $50.00 (class limit 18).

ELEMENTARY ORAL FRENCH—*Red Deer*

An intensive course for adults who wish to devote the time and energy to learning a second language so they can really use it and enjoy it. No previous knowledge of French is necessary. This course uses the latest audio-visual method developed by linguists for language learning: "Voix et Images de France" produced by the Centre de Recherches pour la Diffusion du Francaise, Ecole Normal Superieur de Saint Cloud.

Instructor: Leo Peltier, French Consultant, Red Deer Public School Board.

Date: Twenty Mondays, commencing October 7, 1968.

Place: Red Deer Junior College Language Lab.

Fee: $50.00 (class limit 18).

PHILOSOPHY AND RELIGION

FACES OF CONFLICT

What is conflict—within persons, and between persons and groups and nations? Does it mean violence? Is conflict inevitable because of our nature or because of impersonal forces that work on us? Is conflict constructive?

These and similar questions are explored from the standpoint of various fields of research and experience in ten weekly lecture/discussions. All sessions are under a permanent chairman and each session has a panel of two persons to initiate questions and discussions from the group.

Instructors: Various members of the faculty of The University of Alberta plus other visiting authorities.

Dates: Ten Tuesdays commencing October 8th, 1968, from 8:00 to 10:00 p.m.

Fee: $30.00.

POWER, AUTHORITY, AND I

How far is the individual today subject to structures of authority in which he has a part and shares a responsibility and how far is he subject to structures of power in which he has not part or say? What do these situations do to him as an individual and to society? How free is he?

These and similar questions are explored from the standpoints of various fields of research and experience, in ten weekly lecture/discussions. Sessions are under a permanent chairman and each section has a panel of two persons to initiate questions and discussion from the group.

Instructors: Members of the faculty of The University of Alberta plus visting authorities.

Dates: Ten Thursdays commencing October 10th, 1968, from 8:00 to 10:00 p.m.

Fee: $30.00.

TRADITION AND CRISIS—CONTEMPORARY JEWISH THEOLOGY

This course deals with the traditional categories of Jewish belief and tradition as confronted by the serious challenges of the secular, technological and urban society. Careful attention is given to the concepts of divine revelation, the 613 commandments, chosen people doctrine, Israel, the God of history, Jewish views of the other religions, and the problems of the secular world such as poverty, birth control, war and peace. The roles of major Jewish theologians of the 20th Century such as Martin Duber, Abraham Heschel and Franz Rozensweig, will be examined.

Instructor: A. Graubart.

Dates: Fifteen Mondays commencing September 30th, 1968, from 8:00 to 9:30 p.m.

Fee: $20.00.

SCIENCE

THEORY AND PRACTICE OF PHYSICAL FITNESS IN MEN

This course is designed for the average business or professional man who is interested not only in taking part in supervised physical exercise, but also in understanding the requirements for his own physical well-being.

All participants must provide their own dress, consisting of T-shirts, shorts, and running shoes. The minimum age level is thirty.

Instructor: Stuart Robbins, Faculty of Physical Education.

Date: Thirty evenings, twice a week, Mondays and Wednesdays, commencing October 16, 1968, 7:30-9:00 p.m.

Fee: $60.00.

ARCHAEOLOGY SUMMER COURSE

Each Summer the Department of Extension organizes a short course for those interested in field and laboratory methods in archaeology. In 1968 the course took place between July 17th and August 21st, and comprised a series of lectures and laboratory sessions held weekly at the University in addition to weekend field trips to visit excavations in progress. Students are given the opportunity of participating in both field and laboratory projects.

Instructors are from the staff of the Departments of History, Archaeology and Anthropology.

NEW MATH FOR PARENTS

The Department of Extension has recorded a course in "New Math for Parents" which was run in Edmonton in the winter of 1967. This course was designed to help parents understand what their children were now doing and how they were thinking mathematically. The tapes have subsequently been used by groups outside Edmonton and appear to be useful for self-study or discussion group work. Enquiries about the use of these tapes can be addressed to the Department.

CREATIVE TEACHING OF MATHEMATICS

This course is designed for both parents and teachers. It consists of an interesting and challenging examination of the content of current mathematics program in the elementary and junior high schools.

Instructor: T. P. Atkinson, Faculty of Education.

Dates: Ten Saturdays commencing October 12th, 1968, 9:00 to 11:00 a.m.

Fee: $23.00 (including text).

SOCIAL SCIENCES

READING EFFICIENCY LABORATORY

This course is designed to increase reading rates, comprehension and vocabulary skills. It is open to senior high school students, college students, and adults.

Instructor: P. W. Koziey, Department of Educational Psychology.

Dates: Ten Saturdays commencing October 12th, 1968, 9:00 to 11:00 a.m.

Fee: $35.00 (including text and materials).

POLICY MAKING IN CRIME AND DELINQUENCY: IMPLICATIONS OF CONTEMPORARY RESEARCH

A seminar for those involved in molding policies in the area of crime and delinquency. The following questions will be discussed: What delinqency prevention programs and correctional practices are frequently used despite evidence that they are repeatedly unsuccessful? What are some

of the common pitfalls faced by communities attempting to organize correctional and delinquency prevention programs? What are some of the factors that decrease the effectiveness of current programs? Are we led astray by pet myths? What programs have been effective? Which ones seem promising for Alberta? Some brief selective readings will be used.

Instructor: J. Hackler, Department of Sociology.

Dates: Five Mondays commencing October 7th, 1968, 7:30 to 9:30 p.m.

Fee: $20.00.

CHALLENGE FOR YOUTH

A program designed to confront youth of Alberta with some of the "issues of living" they will have to face and solve as they enter adulthood. The program will attempt to create an awareness of what they, as Albertans and Canadians, can do to help solve some of the critical issues in the local, provincial, national and international communities. The relationship of agriculture to many of the cultural issues will be stressed, but agriculture will not be the sole focus of the program.

This workshop should serve as an excellent medium through which rural and urban youth might exchange views on their respective ideas, concepts and values. Only when youth are challenged to test their concepts, values and stereotypes in dialogue with others can the validity of such views be evaluated.

"Challenge for Youth" would be a residential training program for young adults of 17-22 years. No educational prerequisites have been set for the program in belief that a heterogeneous group of participants would be preferable.

Date, Location, Fee: To be determined and advertised later.

WORKSHOP-LAB IN COMMUNITY LEADERSHIP DEVELOPMENT

A different approach to Community Leadership Training. This workshop-lab emphasizes "experiential learning," where the participants gain their knowledge and skill from the direct observation and participation in classroom events that are similar to the situations they experience in their "back home" community. In the "community" of the workshop the stresses and strains of working on community problems can be observed and analyzed and the lessons related to "back home" problems.

This workshop is designed for volunteer and professional community leaders, government administrators and elected officials—leaders who are concerned with problems of urban renewal, economic development and community development.

Co-operating in the presentation of the workshop-lab are The University of Calgary, University of Manitoba, University of Saskatchewan and Brandon University.

Dean of Workshop: Dr. E. O. Moe, Director of Division of Community and Urban Development—University of Utah

Dates: September 24 - October 4, 1968, Overlander Lodge, Jasper Park

Fee: $250.00 including board and room

RURAL LEADERSHIP CONFERENCE

The 12th Annual Rural Leadership Conference is designed to provide senior leaders of farm and rural organizations the opportunity to study and discuss the economic, sociological and human relations factors, and influences which affect farming, rural living and rural organizations.

The conference is offered in co-operation with the Alberta Wheat Pool, the Farmers' Union of Alberta, the United Grain Growers, the Farm Women's Union of Alberta, the United Farmers of Alberta Co-operative Ltd., the Alberta Department of Agriculture and the Canada Department of Indian Affairs and Northern Development. Candidates to this conference are sponsored by the above organizations and application should be made to them.

Dates: February 16 - 18, 1969

Fee: $40.00 plus board and room at the Banff School of Continuing Education

RURAL LEADERSHIP TECHNIQUES COURSE

The 19th annual short course in Leadership Techniques is designed to prepare potential leaders of farm and rural organizations for the demanding task of community leadership, and to assist those already involved in a leadership role to sharpen their leadership skills.

The course will be a mixture of lectures, films, skill practicing sessions and group discussions in the broad subject area of program planning, public speaking, conduct of meetings and group discussion leadership.

Candidates with rural backgrounds who are actively involved as leaders in community and farm organizations are eligible. Applications for this course should be made to one of the following sponsoring organizations: Alberta Wheat Pool, the Farmers' Union of Alberta, the Junior Farmers' Union of Alberta, the Farm Women's Union of Alberta, the Alberta Department of Agriculture, the Alberta Women's Institute and the Canada Department of Indian Affairs and Northern Development.

Dates: June 20-31, 1969

Fee: $35.00 plus room and board at the Banff School of Continuing Education

SMALL GROUP LEADERSHIP

The 27th Annual Small Group Leadership Workshop is designed to provide participants with the theory and skills which will enable them to increase the effectiveness of the groups with which they work. It is intended for those leaders, both rural and urban, in voluntary and other organizations who, in the performance of their duties, must work a great deal of the time in a small group setting.

Participants will be involved in discussion sessions on group and organizational problems they experience together in the course. Through an analysis of their discussions and through the use of videotape, participants will gain increased understanding of the inter-personal forces at work in groups. They will become aware of their own individual effectiveness as a member and leader of a small group involved in the task of making decisions.

This course is presented with the co-operation of The University of Calgary, Division of Continuing Education.

Dates: March 16-22, 1969

Fee: $35.00 plus board and room at the Banff School of Continuing Education

COMMUNICATION IN SUPERVISION

This seminar is for persons with supervisory responsibility in business, industry, public service and the professions.

Its object is to identify those problems of communication and understanding which often arise between individuals and among members of an organization. Further, it will indicate ways in which these difficulties can be overcome by the person who supervises the work of others.

Topics to be discussed include: How do people build barriers to communication within themselves? What principles are involved in interpersonal communication? What special problems arise in organizational communication?

Instructor: Dr. Dean C. Barnlund, San Francisco State College, California

Date: September 8, 9 and 10, 1969

Text: "The Dynamics of Discussion," Dean C. Barnlund and Franklyn S. Haiman, Houghton Mifflin

Fee: $60.00 (including text; enrolment limited to 30 students)

INTERVIEWING

This course is intended for those who are interested in learning to improve their understanding and skills in face-to-face communication situations. It will be of particular interest and value to managers and supervisors in business and industry, hospitals, and government organizations.

The word "interviewing" is used in a broad sense and the course will cover several types of interview situations, e.g. employment, job orientation, promotion, appraisal, opinion survey, the corrective interview, counselling, etc. Course methods will include analysis of interview situations, observation, practice utilizing videotape and discussion of practical experience.

To allow for maximum participation, the class size will be limited.

Date: Ten Thursday evenings, commencing October 3, 1968.

Fee: $40.00

SUPERVISION AND LEADERSHIP IN THE HOSPITAL

This course is intended for persons with supervisory responsibilities in the hospital setting.

The purposes of the course are to assist the supervisor in adding to his knowledge of the principles of good supervision and to provide guidance in applying supervisory skills in the practical work situation. The course content will be both theoretical and practical. The theoretical part will explain WHAT happens between the supervisor and his staff and WHY it happens; the practical part will provide training in methods and techniques—the HOW of sound leadership and supervision.

A variety of methods will be used in presenting material including lectures, case studies, films, role playing and group discussions. There will be an opportunity for questions and discussion to relate theory and principles to work situations and experiences.

This course has been prepared in consultation with the Associated Hospitals of Alberta.

Instructors: C. B. Halpin, Reverend S. Errett, C. Gravett, Dr. John Reid

Date: Eighteen Tuesday evenings, commencing October 1, 1968, 7:30 to 9:30 p.m.

Fee: $50.00 (including reference materials and text)

YOUR EMOTIONS AND YOU

A study of the origin and nature of emotions; expression and control of emotions; the place of love, hate, sex, anxiety, and aggression in our lives; the special emotional problems of childhood, adolescence, marriage, and old age.

Instructor: Peter P. Rempel
Date: Ten Tuesdays commencing October 1, 1968, 8:00-10:00 p.m.
Text: "Personality Dynamic and Effective Behavior," J. C. Coleman.
Fee: $30.00 (including text; enrolment limited to 35 students)

CREATIVITY

What is it? Who has it? Can it be developed?

Discussion will focus on the unusual ways we react to puzzling, commonplace situations.

"Creative" behavior occurs in both children and adults whether they be at school, work or home.

One novel act that we all share is predicting the success of our plans—how are some so very successful at such forecasting?

The course presentation is designed to achieve general understanding rather than the development of "how to do it" rules, although discussion will revolve around very concrete examples.

Instructor: P. McGaffey
Date: Ten Tuesday evenings commencing October 1, 1968, 8:00-10:00 p.m.
Text: "Synectics," by Wm. J. J. Gordon.
Fee: $30.00 (including text)

CHILD GROWTH AND DEVELOPMENT

A study of the influence of heredity, maturation and learning; child-rearing practices; intellectual, physical, moral and emotional development; influence of culture, school, peers and home; with emphasis on methods of upbringing and the special problems of childhood and adolescence.

Instructor: Peter P. Rempel
Date: Twenty-five Thursdays, commencing October 3, 1968, 8:00-10:00 p.m.
Text: "Early Childhood," Catherine Landrett, Random House 1967.
Fee: $60.00 (including text; enrolment limited to 35 students)

MALE-FEMALE COMMUNICATION

A seminar which will explore in depth the patterns we have of relating to one another and of how males and females are tuned to hear different messages from the same communication interchange.

Husbands and wives are encouraged to attend together as a subsection of the seminar will be set up to enable couples to explore communication in marriage at a deep and meaningful level in an intimate, confidential, small group atmosphere.

Resource Leader: Dr. Dean C. Barnlund, San Francisco State College, California
Date: September 5, 6, and 7, 1969.

HUMAN FACTORS IN MANAGEMENT AND SUPERVISION

This course is intended to provide a basis for understanding the psychology of human behaviour in typical work situations, and for examination of the way in which the supervisor and his staff relate to each other. It is designed for those who accomplish their work through others—the supervisor, manager or foreman. It is based on the viewpoint that results are produced in the fields of business, industry, the professions, public service and government largely through the management of people and the wise use of their skills, their time and their interests.

The content of the course will be both theoretical and practical. The theoretical part will explain WHAT happens between the supervisor and his staff, and the WHY it happens; the practical part will provide training in methods and techniques—the HOW of sound management.

The course method used will be a combination of lectures and discussions, and emphasis will be placed on the participation of individual students in group discussion.

Instructor: George H. Mettors.

Date: Ten Wednesday evenings, commencing October 2, 1968, 7:30-9:30 p.m.

Fee: $30.00

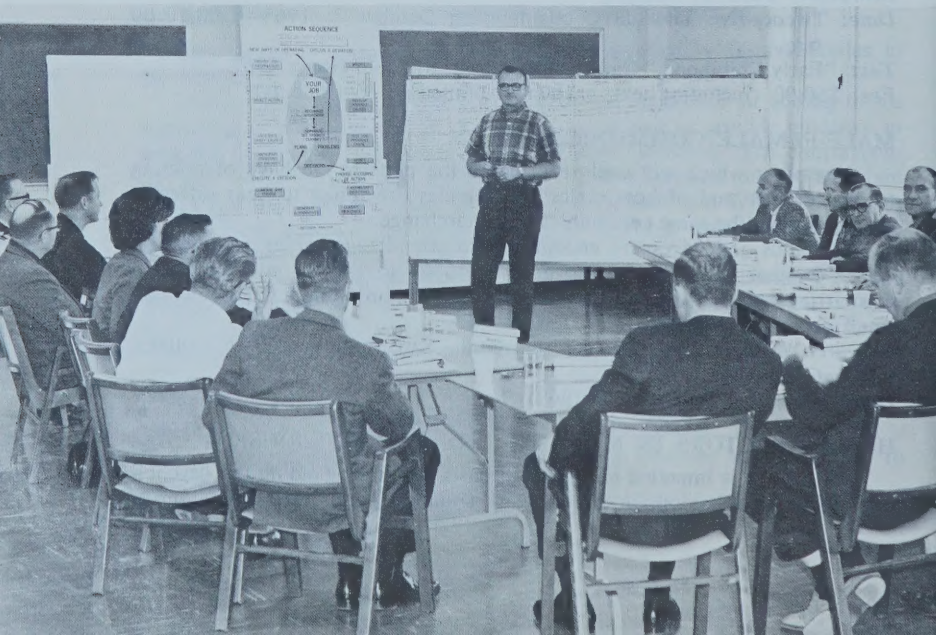
LABORATORY FOR EDUCATIONAL LEADERS

Co-sponsored by the Department of Extension, The University of Alberta, and the N.T.L. Institute for Applied Behavioral Sciences, associated with the U.S. National Education Association (N.T.L.—I.A.B.S.).

This laboratory is designed for individuals and teams of administrators, supervisors, teachers, specialists, and Board members who are concerned with problems of change and growth in education and in themselves.

Aims of Laboratory

The program is focussed upon the skills, sensitivities and insights required to cope with the human problems of a changing society. For the individual, such an experience often means the discovery of unrealized potential for growth. He learns to see better, hear better, communicate better and respond better. He learns—at first hand—the dynamic relation-



ship between his use of his own resources and the effectiveness of his group.

For a team—a group from a single school system or association—training can provide expanded sensitivity and skill in sharing essential organizational tasks: examining problems with openness, setting realistic goals and planning systematic strategies for change.

Laboratory Dean: Richard A. Schmuck, Ph.D., Research Associate and Professor of Psycho-Educational Studies, Center for Advanced Study of Educational Administration, University of Oregon

Trainers:

William H. Barber, Ph.D., School of Education, Gonzaga University, Spokane, Washington

Robert P. Crosby, Community Training Consultant, Great Falls, Montana

Thomas J. Mallinson, Ph.D., Chairman, Communications Center and Director of Communications Studies, Simon Fraser University, B.C.

John L. Wallen, Ph.D., Social Psychologist, Northwest Regional Educational Laboratory, Portland, Oregon

Dates: Noon, October 19 to noon, October 27, 1968

Location: Voyager Inn, Banff, Alberta

Fee: Total fee including room, board and materials is $350.00

HUMAN RELATIONS TRAINING INSTITUTES

For the past six years the Department of Extension has conducted two Human Relations Training Laboratories each year, one each in the spring and fall.

These Institutes are designed to provide an experience-based learning situation in which participants can gain heightened self-awareness, insights as to the effect of their behavior on others, and increased skills in inter-personal, group and organizational relations.

The concept of the laboratory method is based on the theory that individuals can best gain these understandings and skills from learning situations in which they have an opportunity to participate in groups which are grappling with inter-personal group and organizational problems; where they can share and analyze together their common experiences; and where they can experiment with new ways of looking at problems and working with others. This is achieved through the activities of human relations training groups, often called "T Groups".

Briefly, a "T Group" is a relatively unstructured group in which the data for learning is not outside the individual learners and their experience as a group, but are their own actions and reactions as they work together to create a group in which each can learn. Thus the "T Group" can create its own structure and process which become available to members for analysis and examination.

This intensive group experience leads to a new understanding of one's self and one's relationship with others as well as to the development of insights and skills in inter-personal and group relations.

PARTICIPANTS

The institutes are designed to serve the needs of managers and personnel people from business, industry, government and education. Those interested in organizational and group behavior such as social and welfare workers, psychologists, psychiatrists, nurses, clergy and volunteer community workers, also find the labs helpful.

FALL LAB

Runs from 7:00 p.m., October 25, to noon, November 4, 1968, and will be held at the Overlander Lodge, Jasper, Alberta. The lab Dean will be Dr. Hedley G. Dimock of Sir George Williams University, Montreal. Tuition fee: $150.00. Accommodation, including meals, is $12.00 per day per person for a shared room.

SPRING LAB

May 25 to June 4, 1969.

COUNSELLING

For those individuals who are often approached for advice or help, whether on an informal or formal basis, the Department of Extension will be offering a series of four courses over the next two year period. These courses are designed to provide the student with increased understanding, personal insight and skill in their helping relationships.

Two courses are being offered this year: "Introduction to Personal Counselling" and "Group Dynamics—Laboratory Method" and their descriptions follow. "Personality and Counselling Theories" and "Practicum" will be offered to complete the program next year.

Each course is regarded as an integral part of the series and those who intend to take part in the program are urged to communicate their intentions to W. H. Stewart, 439-2021, as soon as possible.

INTRODUCTION TO PERSONAL COUNSELLING

The five major areas which will be covered in this introductory course are:

(1) Present day approaches to counselling
(2) Nature of man
(3) Core dimensions of counselling
(4) In-depth analysis of the Self Theory approach to counselling
(5) Development of counselling services.

Instructor: Dr. Paul W. Koziey.
Date: Ten Wednesday evenings, commencing October 2, 1968, 6:30 - 8:30 p.m.
Text: "The Counsellor in a Changing World," C. Gilbert Wrenn.
Fee: $30.00 (including text).

GROUP DYNAMICS—LABORATORY METHOD

This course is designed as an intensive group experience in which participants gain skills, insights, and sensitivities to indivdual, group, intergroup and organizational behavior.

In the laboratory situation individuals can share and analyze their common experience around such organizational dimensions as leadership, dealing with authority, decision-making, communication and group development. In addition, interpersonal relations can be explored through such questions as: How much influence did my behavior have on others? How accurately was I able to sense what others were thinking and feeling?

Instructors: Dr. Paul W. Koziey and assistant, Marvin Westwood.
Date: Five Saturday afternoons, commencing November 2, 1968, 1:00-5:00 p.m.
Fee: $35.00 including text (class limit 24).
Text: "Group Processes" by Joseph Luft.

PSYCHOLOGY OF HUMAN BEHAVIOR

A ten-week introductory course in applied psychology which will deal with the meaning of psychology in daily living; personality; individual differences; mode or style of behavior; attitudes and beliefs; social influences on behavior; prejudice and social conflict; and application to family, self and others.

Instructor: Dr. Rick Arnot.

Date :Ten Wednesday evenings commencing October 2, 1968, 8:00-10:00 p.m.

Fee: $30.00 (class limit 30).

FOCUS '68 - 69

This special program consists of two meetings open to all students participating in classes marked† in the calendar. Others may attend on payment of the additional registration fee as noted below.

Each meeting will be held from 10:00 a.m. to 4:00 p.m. and will enable participants to investigate a topic of current interest in some depth. The keynote speaker for each program will be drawn from the ranks of concerned scholars. Ample opportunity will be provided for student participation.

I: MASS MEDIA AND THE INDIVIDUAL

Speakers: To be announced.

Date: Friday, November 15, 1968, 10:00 a.m. to 4:00 p.m.

Fee: None for students enrolled in programs as indicated above.† A limited number of guest tickets will be available at $4.00 per person (includes luncheon).

II: PRIVACY

Speakers: To be announced.

Date: Friday, March 14, 1969, 10:00 a.m. to 4:00 p.m.

Fee: None for students enrolled in programs as indicated above.† A limited number of guest tickets will be available at $4.00 per person (includes luncheon).

RETIREMENT PLANNING—STUDY DISCUSSION

Open to anyone over age thirty.

A study group for those looking forward to the time 10, 20 or more years away when they can get that gold watch—and need to make some radical changes in their lives.

There will be a series of eight bi-weekly meetings; the topics and speakers will be selected to meet the interests of the group, but will probably include such topics as: new family roles in middle life; curiosity; creativeness and the use of leisure; the economics of retirement; the ageing process.

Date: First meeting to be held on Sunday, September 28th, 1968, at 8:00 p.m. in Corbett Hall. Normally each meeting will last for 1½ to 2 hours.

Fee: $25.00.

PRESCHOOL PROGRAMS

This series of courses will be of special interest to those working with young children in day care centres or other group settings as well as concerned parents. There are no specific prerequisites for the courses but students are encouraged to complete the sequence in consecutive order.

PART I: INTRODUCTION

This course is intended for people working as staff members in day care centres or those interested in working in this area. It will also be of interest to those working with related programs for preschool children. Likewise it will be of great interest for those who are caring for children in their own homes.

Classes will consist of lectures and discussions which will present an overview of preschool programs in the community.

Topics will include: positive and negative views of preschool programs; the need of parents and children in our society; the role and relationship of various professional and community agencies; problems of staffing and programming; the contribution and training of volunteers; administration of day care centres.

Instructor: Howard Clifford.
Date: Ten sessions commencing Tuesday, October 1st, 1968, 8:00 to 10:00 p.m.
Fee: $30.00.

PART II: CREATIVE ACTIVITIES FOR CHILDREN

Not being offered this term.

PART III: PRESCHOOL BEHAVIOR: (with an emphasis on group settings)

This course is the third in a series for people working as staff members in day care centres or those planning to work in this area. It will also be of interest to those involved in related programs for preschool children.

Classes will consist of lectures and discussions concerning adult-child relationships.

Topics will include: needs of the normal child; early identification of child problems; understanding and relating to the overly aggressive child; the withdrawn child; temper tantrums and other common problems in adult-child relationships; resources available in the community for the child with special needs.

Instructors: Howard Clifford; Dr. Jean Nelson, Department of Pediatrics.
Date: Ten sessions commencing Thursday, October 3rd, 1968, 8:00-10:00 p.m.
Fee: $30.00.

PART IV:

The tentative plans are underway to have this section of the course dealing with other aspects of services for preschool children early in 1969.

HOME ECONOMICS

HOME ECONOMICS TODAY

This survey and refresher course in home economics for graduates is arranged by the Edmonton Home Economics Association, The School of Household Economics and the Department of Extension. Held during the winter months, this series of lectures is planned to give graduates up-to-date information on research, recent developments and current trends in the field of home economics. This course has also been given in Red Deer.

INTERIOR DESIGN

The first part of the course will cover the following topics: selecting and judging house plans, kitchen and laundry planning, choosing colour schemes, lighting the home, historic furnishings and modern furniture styles.

After Christmas the course will deal with: selecting and arranging furniture, floor coverings, fabrics in the home, choosing pictures and accessories, table settings and decorative arrangements.

Lectures will be illustrated and descriptive materials will be distributed to members of the class. There will be opportunity for discussion of individual plans and problems.

Instructor: (To be announced)
Date: Twenty Wednesdays, commencing October 2, 1968, 7:30-9:30 p.m.
Twenty sessions commencing in January, 1969, 1:30-3:30 p.m.
Fee: $45.00 (including course materials).

HOME MANAGEMENT

This series of classes will deal with the many aspects of home management which pertain to the job of modern homemakers. A study will be made of the use of such resources as time, equipment, space and ability. The purpose of the series is to improve the homemaker's general efficiency through the use of appropriate equipment, better planning of time, movement and materials. There will be as well a discussion of the homemaker's outside interests as they relate to budgeting and money management.

Instructor: Mrs. Elaine Barnes.
Date: Ten sessions, commencing in January, 1969, 7:30-10:00 p.m.
Fee: $25.00.

A PLANNED PROGRAM OF STUDY

Afternoon and Evening Courses

The courses described below are designed to initiate a planned program of studies which will broaden students' understanding of our society and provide a variety of opportunities for a critical examination of the human condition and the contribution of the arts and sciences.

It is intended to group courses under these headings:

MAN AND SOCIETY
SCIENTIFIC INQUIRY
UNDERSTANDING THE ARTS
COMMUNICATION

In 1968-69 courses are offered in the first three groups. Subject to the response to these courses, over the next three years others will be added to each of the groups. Each course is, however, quite independent of the others; in other words, you do not need to follow through the sequence in each group in any particular order.

MAN AND SOCIETY

This sequence will assist the student to examine how human actions affect and are affected by the world around him. Various points of view will be brought to bear on major problems.

MAN AND SOCIETY I: INTRODUCTION TO SOCIOLOGY

This course presents a brief introduction to the field of sociology. The first sessions furnish an overview of the concepts pertinent to the study and understanding of society. Working with the perspective gained in the introductory sessions, students will inquire into several facets of our social life.

The lecture-discussions will cover: the sociological perspective; culture and society; socialization and personality; the process of resocialization; contemporary family structure; sensual culture and the playboy philosophy; minority groups; religion and secular society; social deviations—other directed.

The various areas of enquiry will be approached from an applied or practical perspective, rather than theoretical. The course is designed to furnish scientific insights into the various institutions and problems of our society, which will furnish the student with a broadened outlook on several contemporary social issues.

Instructor: D. H. Berg.
Date: Ten Mondays commencing October 7, 1968, 1:30-3:00 p.m.†
Ten Wednesdays commencing January 15, 1969, 8:00-9:30 p.m.
Fee: $20.00.

MAN AND SOCIETY II: POLITICS

The course is designed to introduce some of the basic concepts, ideas, methods, technologies and issues in contemporary political science. In addition to being a course designed to introduce the discipline of political science as one of the social sciences, it will also attempt to introduce and point out some of the basic issues and conflicts confronting man in contemporary political systems. Topics covered in the course will include: the scientific study of politics; the nature of political life; contemporary political problems, including power, elites, bureaucracies, and democracy; the role of theory and ideology in political life, including liberalism, pluralism, communism and fascism.

Instructor: Mrs. Susan Harvey.
Date: Ten sessions, commencing in October, 1968, 7:30 to 9:00 p.m.
Ten sessions commencing in January, 1969, 1:30 to 3:00 p.m.†
Fee: $20.00.

SCIENTIFIC INQUIRY

Our world depends heavily on the information produced by scientific enquiry. This sequence should help the student understand the magnitude of the changes wrought by scientific inquiry—as well as its limitations.

The sequence will present the student with an overview of the scientific developments to date and perhaps a glimpse into the future. Emphasis will be on "how" and "why" rather than an accumulation of facts.

SCIENTIFIC INQUIRY I: MATHEMATICS

Mathematics has been described as the study of axiomatic systems. In this series of ten lectures, we shall explore what is meant by this statement and discover why mathematics has made and is making such a large contribution to our society. We shall do this by first surveying the field of mathematics generally and subsequently examining certain fields such as geometry, logic and calculus in greater detail. The discussion will be primarily qualitative in nature so that no extensive background in mathematics is required.

Instructor: R. G. Sinclair.

Date: Ten Tuesdays, commencing October 1st, 1968, 1:30 to 3:00 p.m.†
and ten sessions, commencing January, 1969, 7:30 to 9:00 p.m.

Fee: $20.00.

SCIENTIFIC INQUIRY II: BIOLOGICAL SCIENCES

Details to be announced.

Instructor: Dr. G. Hampson,

Date: Ten Sessions, commencing in October, 1968, 7:30 to 9:00 p.m.
Ten sessions commencing in January, 1969, 1:30 to 3:00 p.m.†

Fee: $20.00.

Other subjects of investigation in future years will include physical sciences, space, the earth, cybernetics and human ecology.

UNDERSTANDING THE ARTS

This sequence will assist the student in understanding the arts by studying representative samples of the various forms and by determining with the instructor what makes "good" art. Why does the artist choose this form? How does he see the world? How does art serve as an interpretation of reality?

UNDERSTANDNG THE ARTS I: GRAPHIC AND PLASTIC ARTS

An investigation of some of the problems which the artist encounters: composition, design, color, space. Illustrated by a look at the history of art with related studio work.

Instructor: Mrs. Karen K. Wilkin.

Date: Ten Mondays, commencing October 7, 1968, 7:30-9:00 p.m.
Ten Wednesdays commencing January 15, 1969, 1:30-3:00 p.m.†

Fee: $20.00.

UNDERSTANDING THE ARTS II: INTRODUCTION TO THEATRE ART

Acting, directing and design, criticism, and playwriting.

Instructor: To be announced.

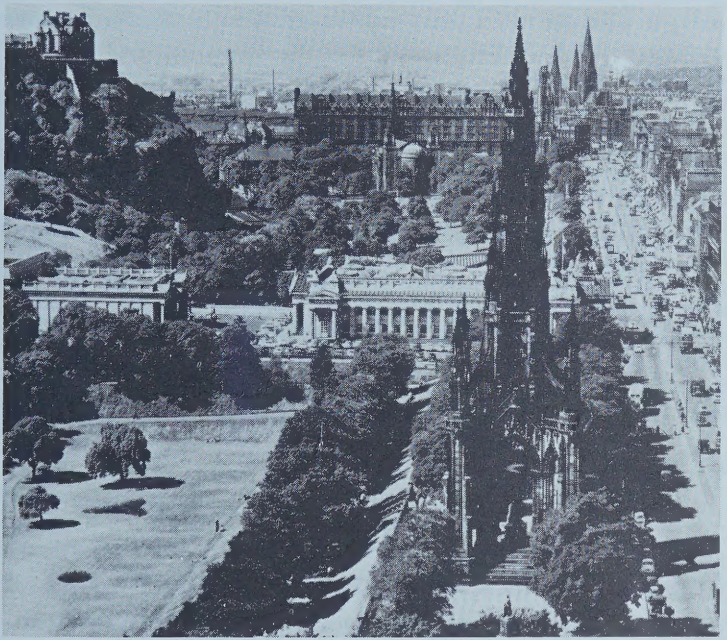
Date: Ten Wednesdays commencing January 15, 1969, 1:30-3:00 p.m.†

Fee: $20.00.

Other subjects for investigation in future years will be: literature, music and film, history, economics, philosophy, ethics, and social problems.

“A Painting
from Artist H. Sieb

Fine Arts



STUDY PROGRAMS IN EUROPE

In the summer of 1968 the Department of Extension organized a program of residential summer courses in Europe. The program consisted of a COURSE IN ART in London, from August 1st to the 21st, participation of a group of students in the *International Summer Schools at Edinburgh* in August and September, and participation of a group of students in the *Summer Course at the Institut d'Etudes Françaises* at Tours.

In the Summer of 1969, a similar program of courses will be organized, some in conjunction with universities in Europe and others consisting of guided visits and tours of museums, art galleries and other institutions in Europe.

MUSIC

WHAT TO LISTEN FOR IN MUSIC

Appreciative listening implies both enjoyment and understanding. Without enjoyment, understanding is mere pedantry; with understanding, enjoyment must remain a vague "thrill". Recorded masterworks, including Tchaikovsky's Romeo and Juliet Fantasy, Smetana's The Moldau, Mozart's G minor Symphony, Beethoven's Piano Concerto No. 3 and Bach's Orchestral Suite No. 2, will be examined to discover how composers express themselves in music. When technical matters must be introduced, they will be thoroughly explained and demonstrated. To accommodate students who wish a full year's instruction, this course will be offered both before and after Christmas. Each half of the course will be a complete unit and students wishing to enrol for half a year's course may do so in October or January.

Instructor: Alan A. Smith.

Fee: $20.00 per course.

Date: Section 1, ten Tuesdays, commencing October 8, 1968, 8:00-9:45 p.m. Section 2, ten Tuesdays, commencing January 14, 1969, 8:00-9:45 p.m.

THE BASIS OF MUSIC

This course is designed for those who wish to increase their knowledge of the rudiments of music and would be helpful for members of choirs, vocal soloists and instrumentalists. Subjects to be covered in this course will include notation, accent and time, scales, intervals, signs of abbreviation and ornaments, the meaning of musical terms, triads and dominant seventh chords. No musical background is necessary.

Instructor: H. Hugh Bancroft.

Date: Ten Monday evenings, commencing September 30, 1968, 8:00-9:30 p.m.

Fee: $20.00 including text.

DRAMA

PLAYS AND STAGECRAFT NOTES

A list of forty-six Western Canadian one-act plays is available from the Department of Extension. Mimeographed copies of the plays may be obtained at 25 cents per copy. One three-act play, "Stampede", is available at 75 cents per copy. The Extension Department distributes on request Stagecraft Notes on the following subjects: Stage Lighting, How To Build Your Own Lighting Equipment, Make-up Materials, Stage Costume, Work of the Director, Work of the Actor, Work of the Stage Manager, Painting Materials, and Properties.

DRAWING AND PAINTING

COMMUNITY ART CLASS PROGRAM

Some thirty Alberta communities participate in the University Extension Community Art Class Program through their local art groups and clubs. A program of drawing, painting and composition on the Beginner, Intermediate and Advanced levels is offered by instructors from the University and local assistant instructors, providing the classes with an intensive and comprehensive schedule of instruction. Subjects taught include: drawing and painting from still life, special set-ups, portrait, figure, landscape and, in the advanced classes: abstraction and non-objective painting, painting techniques, studies of shape and colour and pictorial composition. Classes begin in October and conclude in mid-April, usually with an exhibition of students' work.

Community Art Classes—1968-69

Centre	*Instructor*	*Commencing Date*
Alliance	Harry Kossowan	October 21
Athabasca	H. Wohlfarth	October 9
Bonnyville	To be announced	October 9
Banff	H. Wohlfarth	October 16
Camrose	H. Wohlfarth	October 18
Canmore	Wyn Palmer	October 10
Castor	Myrtle Ireland	October 15
Cochrane	Wyn Palmer	October 14
Donalda	Jean Roth	October 1
Drayton Valley	T.B.A.	October 17
Fort Saskatchewan	T.B.A.	October 14
Lacombe	H. Wohlfarth	October 24
Nanton	Wyn Palmer	October 31
Ponoka	H. Wohlfarth	October 25
Red Deer	Myrtle Ireland	October 17
Rimbey	Myrtle Ireland	October 9
Rocky Mountain House	Myrtle Ireland	October 30
Stavely	Wyn Palmer	October 30
Stettler	Myrtle Ireland	October 16
Vegreville	T.B.A.	October 11
Vermilion	T.B.A.	October 10
Viking-Wainwright	H. Wohlfarth	October 11
Westlock	H. Wohlfarth	October 8
Wetaskiwin	H. Wohlfarth	October 26

SHORT COURSES AND WORKSHOPS

TRAINING SEMINARS FOR ASSISTANT INTRUCTORS—*Edmonton*

Replacing the Painting Workshop for senior students, these will be conducted as training seminars for Assistant Instructors of the Community Art Classes with special emphasis on teaching methods, curriculum, technique, presentation, etc. These courses may be attended by invitation only. There is no tuition fee.

Instructors: Professor H. Wohlfarth, Professor D. D. Barry, Professor W. H. Stewart.
Date: September 30 to October 4, 1968, April 7-11, 1969.

LANDSCAPE SHORT COURSE—*Red Deer*

Outdoor painting in oil, drawing, with emphasis on pattern, tone, values, composition, criticism of work.

Instructors: Professor H. Wohlfarth, Myrtle Ireland.
Date: June 9 to 13, 1969.

PAINTING WORKSHOP—*Ralston*

Instructor: To be announced.
Date: October, 1968 and January, 1969.

PORTRAIT WORKSHOP—*Ralston*

Instructor: To be announced.
Date: March, 1969.

PAINTING SHORT COURSE—*Warner*

Instructor: Wyn Palmer.
Date: October 18, 19, 20, 1968

BEGINNER'S CLASSES

Centre	*Instructor*	*Commencing Date*
Athabasca	Hazel Berrea	October, 1968
Banff	Jeanette Ford	October, 1968
Camrose	Alvina Barei	October, 1968
Lacombe	Lottie Brown	October, 1968
Ponoka	Dorothy Gardner	October, 1968
Wetaskiwin	Dorothy Janzen	October, 1968

COMMUNITY ART CLASS CONFERENCE

The spring term of the Community Art Classes concludes with an annual conference which features discussions of controversial themes in painting together with a large exhibition of students' work from all over the Province of Alberta.

Representative exhibitions of students' work have been shown at Montana State University, Missoula; The University of Manitoba School of Art; the Academy of Fine Art, Munich; the University of California at Berkeley; the Canadian National Exhibition, Toronto; and at many Alberta centres.

RED DEER ART CLASS PROGRAM

FUNDAMENTALS OF DRAWING AND PAINTING

This course is designed specifically for those students who wish to acquire a basic training in drawing and painting. Practical work in the studio will include a general survey of the fundamental principles used in drawing and painting, problems of technique and pictorial composition:

(a) Theory and practice of drawing, analysis of master drawings, study of line, form, pattern, light and shade.

(b) Theory and practice of painting in oil; study of arrangements, two and three dimensional studies in monochrome and full colour.

Instructor: To be announced.
Date: Twenty Wednesdays, commencing October 2, 1968, 7:30-10:00 p.m.
Place: River Glen School, Red Deer.
Fee: $35.00.

INTERMEDIATE DRAWING AND PAINTING

This drawing and painting course is concerned with the problems and techniques of composition and colour. Subject matter will include studies of shapes from specially arranged set-ups, direct painting from still life, etc.

Instructor: To be announced.
Visiting Instructor: H. Wohlfarth
Date: Twenty Thursdays, commencing October 3, 1968, 7:30-10:00 p.m.
Place: River Glen School, Red Deer.
Fee: $35.00.

ADVANCED DRAWING AND PAINTING

A drawing and painting course concerned with advanced problems of drawing, painting techniques and creative, experimental work. Subject matter will include still life, figure, non-objective and abstract problems.
Instructor: H. Wohlfarth.
Date: Twenty Thursdays, commencing October 10, 1968, 7:30-10:00 p.m.
Place: River Glen School, Red Deer.
Fee: $35.00.

EDMONTON ART CLASS PROGRAM

The Extension Program in Art is located in Corbett Hall on 112 street at 82 avenue. A gallery and five studios are designed for various art activities, drawing, painting, design, printmaking, ceramics, sculpture and history of Art.

The Department's primary objectives are the fostering of awareness and the development of individual potential for creativity in each of its students. Its concern is with the individual as an artist, and classes are limited in size to ensure adequate attention and guidance.

The program is so arranged that the student is subjected to a variety of art media and techniques in the basic courses and then progresses towards a concentration in a single area of his own choosing, in which he can channel and develop his full creative potential.

CERTIFICATE PROGRAM IN ART

Students participating in the Extension program in painting in Edmonton may elect to enrol in the Certificate Program in Art. The purpose of this program is to provide developing and integrated instruction in drawing and painting over a minimum period of three years or longer. In order to receive recognition in the form of a certificate, the student is required to complete successfully certain prescribed courses.

A student may work at his own speed until he completes all of the courses comprising the certificate program. All first and second-year classes must be completed before a student can proceed to the most advanced classes. Normally a student will complete nine classes in order to qualify for a certificate.

It should be noted that not all classes are part of the certificate program and classes are not restricted to only those students working towards a certificate.

First Year	Hours	Credit	Required Credit
Composition 1—Painting & Design	60	2	
Drawing 1—Basic	60	2	6
Drawing & Painting 1—Basic	60	2	
Second Year—A minimum of 3 electives (prerequisite 6 credits or 180 hours)			
Composition II—Design & Color	60	2	
Drawing II—Life	60	2	
Painting II	60	2	6
Painting II—Life & Portrait	60	2	

	Hours	Credit	Required Credit
Third Year—A minimum of 3 electives (prerequisite 12 credits or 360 hours)			
*Composition III—Advanced Painting	72	2	
*Drawing III—Advanced	72	2	
Painting III—Techniques	72	2	6
Painting III—Advanced Life & Portrait	72	2	
*Design III—Three dimensional		2	
Total credits			18

* Not being offered in 1968-69.

A portfolio of work will be required for evaluation and as evidence of qualification for the certificate.

FALL AND WINTER PROGRAM IN ART

A broad program of painting and related subjects is offered through the University Extension Department in Edmonton during the winter, spring and summer terms. Instruction is given in drawing, painting, design, sculpture, ceramics and history of art.

Registration

Registration in advance is desirable with the fee made payable to The University of Alberta and mailed to the Department of Extension, The University of Alberta, Edmonton.

The fee for each course is indicated in the course description and includes a registration portion of five dollars ($5.00) which is non-returnable in the case of withdrawal.

Open House

The Gallery Room and Studios will be open to the public for registration and interviewing the week of September 9th, Monday to Thursday inclusive, from 7:00 p.m. to 8:30 p.m.

Exhibitions

An exhibition of students' work will be on view at the Edmonton Extension Conference and Exhibition to be held April 12th and 13th, 1969 at Corbett Hall.

Short Courses

During the past four years, Walter Hook, Gordon Smith, Will Townsend, Alex Colville, Jacques de Tonnancour, Herbert Siebner, Jack Shadbolt, G. H. Glyde, Anthony King, Graeme Storm and William Wyman have taught short courses for the Extension Department.

Visiting Lecturers

Visiting artists and specialists are invited to lecture and teach in the Extension Program in Art.

Library

The Extension Library and the Extension Reading Room are open to all art students for study and research. Current periodicals and reproductions are available in the Gallery Room.

FALL AND WINTER PROGRAM IN ART, EDMONTON
SCHEDULE OF CLASSES

Morning	Studio	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Studio 1			Composition I, Painting & Design			Drawing & Painting I, Basic
	Studio 2	Drawing & Painting I, Basic					Painting II
Afternoon	Studio 1	Drawing II, Life	Drawing I, Basic	Drawing & Painting I, Basic	Painting, Landscape	Drawing & Painting I, Basic	Painting, Landscape
	Studio 2	Drawing & Painting I, Basic	Painting II	Painting III, Techniques	Composition II, Design & Color		
	Studio 3	Printmaking					
	Studio 4			Ceramics I, Basic			
	Studio 5			Composition I, Painting & Design			
Evening	Studio 1	Drawing II, Life	Drawing I, Basic	Drawing & Painting I, Basic	Painting II, Life & Portrait		
	Studio 2	Drawing I, Basic	Painting II	Drawing & Painting I, Basic	Painting III, Advanced Life & Portrait		
	Studio 3			Printmaking	Looking at Art		
	Studio 4	Ceramics I, Basic	Ceramics II		Ceramics III, Advanced		
	Studio 5	Composition I, Painting & Design	Composition II, Design & Colour	Painting III, Techniques			

Scholarships and Awards

A number of scholarships and awards are offered each year and presented at the Annual Conference and Exhibition.

Art Seminar

Group criticism and discussion with the teaching staff and students will be held each evening, March 2nd to 4th, 1969, from 7:30 to 10:00 p.m.

MONDAY

DRAWING AND PAINTING I, BASIC

This course is designed specifically for those students who wish to acquire a basic training in drawing and painting.

Practical work in the studio will include a general survey and exploration of the fundamental principles used in drawing and painting. Consideration will be given to the problems of technique and composition.

The subject matter will deal with:

(a) Theory and practice of drawing; study of line, form, pattern, light and shade.

(b) Theory and practice of painting; study of arrangements, both two-dimensional and three-dimensional; studies in monochrome and full color.

SECTION A *Course No.* 313

Instructor: Alfred Schmidt.

Date: Twenty-four Monday mornings, commencing October 7, 1968, 9:30 a.m. to 12:00 noon.

Place: Studio Two, Corbett Hall.

Fee: $40.00 (class limit 18).

SECTION B *Course No.* 314

Instructor: Alfred Schmidt.

Date: Twenty-four Monday afternoons, commencing October 7, 1968, 1:30 to 4:00 p.m.

Place: Studio Two, Corbett Hall.

Fee: $40.00 (class limit 18).

DRAWING II, LIFE

Theory and practice of drawing; analysis of masters' drawings; study of line, form, pattern, light and shade; portrait and figure construction; life drawing, using both long and quick poses.

SECTION A *Course No.* 315

Instructor: Professor H. Wohlfarth

Date: Twenty-four Monday afternoons, commencing October 7, 1968, 1:30 to 4:00 p.m.

Place: Studio One, Corbett Hall.

Fee: $40.00 (class limit 18).

SECTION B *Course No.* 316

Instructor: Professor H. Wohlfarth.

Date: Twenty-four Monday evenings, Commencing October 7, 1968, 7:30 to 10:00 p.m.
Place: Studio One, Corbett Hall.
Fee: $40.00 (class limit 18).

PRINTMAKING *Course No.* 317

Designed to acquaint the student with various media used in printmaking today, this course will be an introduction to print methods, working in black and white and colour, lithography, block-printing and etching techniques.

Instructor: Mr. H. Savage.
Date: Twenty-four Monday afternoons, commencing October 7, 1968, 1:30 to 4:00 p.m.
Place: Studio Three, Corbett Hall.
Fee: $40.00 (class limit 15).

DRAWING 1, Basic *Course No.* 318

An introduction to drawing using varied media, beginning with black and white; line pattern and form. Individual assistance and group discussion.

Instructor: Mr. H. Savage.
Date: Twenty-four Monday evenings, commencing October 7th, 1968, 7:30 to 10:00 p.m.
Place: Studio Two, Corbett Hall.
Fee: $40.00 (class limit 18).

CERAMICS I, BASIC *Course No.* 319

Basic instruction in the design and execution of pottery by various methods, including coil, slab and wheel methods, glazing and firing.

Instructor: Jane Van Alderwegen.
Date: Twenty-four Monday evenings, commencing October 7, 1968 7:30 to 10:00 p.m.
Place: Studio Four, Corbett Hall.
Fee: $70.00 (class limit 15).

COMPOSITION I, PAINTING AND DESIGN *Course No.* 320

The study and practical application of principles of composition and picture making, methods of construction in design; theory and practice in arranging forms, both in two-dimension and in space.

Instructor: Professor D. D. Barry.
Date: Twenty-four Monday evenings, commencing October 7, 1968, 7:30 to 10:00 p.m.
Place: Studio Five, Corbett Hall.
Fee: $40.00 (class limit 15).

TUESDAY

DRAWING I, BASIC

An introduction to drawing. Varied media, beginning with black and white; line, pattern, and form. Individual assistance and group discussion.

SECTION A *Course No.* 321

Instructor: Robert Carmichael.
Date: Twenty-four Tuesday afternoons, commencing October 8, 1968, 1:30 to 4:00 p.m.
Place: Studio One, Corbett Hall.
Fee: $40.00 (class limit 18).

SECTION B *Course No.* 322

Instructor: Robert Carmichael.
Date: Twenty-four Tuesday evenings, commencing October 8, 1968, 7:30 to 10:00 p.m.
Place: Studio One, Corbett Hall.
Fee: $40.00 (class limit 18).

PAINTING II

Study of colour, design and form, directed experiments in methods of painting, both past and present; technical use of media.

SECTION A *Course No.* 323

Instructor: Mr. H. Savage.
Date: Twenty-four Tuesday afternoons, commencing October 8, 1:30 to 4:00 p.m.
Place: Studio One, Corbett Hall.
Fee: $40.00 (class limit 18).

SECTION B *Course No.* 324

Instructor: Mr. H. Savage.
Date: Twenty-four Tuesday evenings, commencing October 8, 1968, 7:30 to 10:00 p.m.
Place: Studio Two, Corbett Hall.
Fee: $40.00 (class limit 18).

CERAMICS II *Course No.* 325

This course is designed especially for those students with previous experience and training. Practical work in the studio will include slab and wheel methods, glazing and firing.

Instructor: Jane Van Alderwegen.
Date: Twenty-four Tuesday evenings, commencing October 8, 1968, 7:30 to 10:00 p.m.
Place: Studio Four, Corbett Hall.
Fee: $70.00 including materials (class limit 15).

COMPOSITION II, DESIGN AND COLOUR *Course No.* 326

Study of colour, design and form, their use in creative expression with special emphasis on contemporary problems.

Instructor: Ihor Dmytruk.
Date: Twenty-four Tuesday evenings, commencing October 8, 1968, 7:30 to 10:00 p.m.
Place: Studio Five, Corbett Hall.
Fee: $40.00 (class limit 15).

COMPOSITION I, PAINTING AND DESIGN

The study and practical application of principles of composition and picture making; methods of construction in design; theory and practice in arranging forms, both in two-dimension and in space.

SECTION A *Course No.* 327
Instructor: Diane Whitehouse.
Date: Twenty-four Wednesday mornings, commencing October 9, 1968, 9:30 a.m. to 12:00 noon.
Place: Studio One, Corbett Hall.
Fee: $40.00 (class limit 18).

SECTION B *Course No.* 328
Instructor: Professor D. D. Barry.
Date: Twenty-four Wednesday afternoons, commencing October 9, 1968, 1:30 to 4:00 p.m.
Place: Studio Five, Corbett Hall.
Fee: $40.00 (class limit 15).

DRAWING AND PAINTING I, BASIC

This course is designed specifically for those students who wish to acquire a basic training in drawing and painting.

Practical work in the studio will include a general survey and exploration of the fundamental principles used in drawing and painting. Consideration will be given to the problems of technique and composition. The subject matter will deal with:

(a) Theory and practice of drawing; study of line, form, pattern, light and shade.
(b) Theory and practice of painting, study of arrangements, both two-dimensional and three-dimensional; studies in monochrome and full color.

SECTION A *Course No.* 329
Instructor: Robert Guest.
Date: Twenty-four Wednesday afternoons, commencing October 9, 1968, 1:30 to 4:00 p.m.
Place: Studio One, Corbett Hall.
Fee: $40.00 (class limit 18).

SECTION B *Course No.* 330
Instructor: Robert Carmichael.
Date: Twenty-four Wednesday evenings, commencing October 9, 1968, 7:30 to 10:00 p.m.
Place: Studio One, Corbett Hall.
Fee: $40.00 (class limit 18).

SECTION C *Course No.* 331
Instructor: Diane Whitehouse.
Date: Twenty-four Wednesday evenings, commencing October 9, 1968, 7:30 to 10:00 p.m.
Place: Studio Two, Corbett Hall.
Fee: $40.00 (class limit 18).

"Professor Walter Hook, Montana, Explains Approach to Assignment"

PAINTING III (TECHNIQUES)

A thorough investigation of various schools of painting and techniques used by contemporary painters with particular emphasis on supports, pigments and vehicles. Lectures and practical work in the studio will include: size, egg, mixed media, oils, and acrylic paints.

SECTION A *Course No.* 332

Instructor: Mr. H. Savage.
Date: Twenty-four Wednesday afternoons, commencing October 9, 1968, 1:30 to 4:00 p.m.
Place: Studio Two, Corbett Hall.
Fee: $40.00 (class limit 15).

SECTION B *Course No.* 333

Instructor: Professor D. D. Barry.
Date: Twenty-four Wednesday evenings, commencing October 9, 1968, 7:30 to 10:00 p.m.
Place: Studio Five, Corbett Hall.
Fee: $40.00 (class limit 15).

CERAMICS, I *Course No.* 334

Basic instruction in the design and execution of pottery by various methods, including coil, slab and wheel methods, glazing and firing.

Instructor: Jane Van Alderwegen.
Date: Twenty-four Wednesday afternoons, commencing October 9, 1968, 1:30 to 4:00 p.m.
Place: Studio Four, Corbett Hall.
Fee: $70.00 (class limit 15).

THURSDAY

PAINTING, LANDSCAPE *Course No.* 335

Work from observation and imagination in all media. The initial meeting will take place in Studio One, Corbett Hall, but subsequent meetings will be held outdoors, weather permitting.

Instructor: P. H. Henson.

Date: Ten Thursday afternoons, commencing September 12, 1968,
1:30 to 4:00 p.m.

Place: Studio One, Corbett Hall.

Fee: $20.00 (class limit 18).

COMPOSITION II, DESIGN AND COLOUR *Course No.* 336

Study of colour, design and form, their use in creative expression with special emphasis on contemporary problems.

Instructor: Ihor Dmytruk.

Date: Twenty-four Thursday afternoons, commencing October 10, 1968,
1:30 to 4:00 p.m.

Place: Studio Two, Corbett Hall.

Fee: $40.00 (class limit 15).

PAINTING II, LIFE AND PORTRAIT *Course No.* 337

Advanced Drawing and Painting from Life and Portrait models. Varied and creative use of media and technique.

Instructors: Paul Braid and Extension Art Instructors.

Date: Twenty-four Thursday evenings commencing October 10, 1968.
7:30 to 10:00 p.m.

Place: Studio One, Corbett Hall.

Fee: $40.00 (class limit 18).

PAINTING III, ADVANCED LIFE AND PORTRAIT *Course No.* 338

Continuation of Painting II, stressing experimental techniques and composition.

Instructors: Extension Art Instructors.

Date: Twenty-four Thursday evenings commencing October 10, 1968.
7:30 to 10:00 p.m.

Place: Studio Two, Corbett Hall.

Fee: $40.00 (class limit 18).

LOOKING AT ART *Course No.* 339

This series of illustrated lectures, discussions, and studio work will assist the student in understanding Art: first of all, by studying a large number of representative paintings and slides and, secondly by determining with the instructor what makes a good painting. The purpose of the course is to develop in the student the critical appreciation of painting and to provide the basis for sound judgment and comparison.

An attempt will be made to understand how the artist views the world and why he chooses to represent it in his particular style or manner, How does art serve for the artist as an interpretation of reality? By studying and discussing many paintings and by tracing the development of recent art movements, the student will be made familiar with some of the principles guiding great painters. There will also be discussion of very recent and very controversial innovations and experiments in painting.

The course will be limited largely to painting of the 19th and 20th century.

Instructor: Mrs. Karen Kissin Wilkin.
Date: Twenty-four Thursday evenings, commencing October 10, 1968, 8:00 to 10:00 p.m.
Place: Studio Three, Corbett Hall.
Fee: $40.00 (class limit 15).

CERAMICS III, ADVANCED *Course No.* 340

Advanced instruction in Ceramic design, study of the properties of clays and glazes.

Instructor: Jane Van Alderwegen.
Date: Twenty-four Thursday evenings commencing October 10, 1968, 7:30 to 10:00 p.m.
Place: Studio Four, Corbett Hall.
Fee: $70.00 (class limit 15).

FRIDAY

DRAWING AND PAINTING I, BASIC *Course No.* 341

This course is designed specifically for those students who wish to acquire a basic training in drawing and painting.

Practical work in the studio will include a general survey and exploration of the fundamental principles used in drawing and painting. Consideration will be given to the problems of technique and composition.

The subject matter will deal with:

(a) Theory and practice of drawing; study of line, form, pattern, light and shade.
(b) Theory and practice of painting; study of arrangements, both two-dimensional and three-dimensional; studies in monochrome and full color.

Instructor: To be announced.
Date: Twenty-four Friday afternoons, commencing October 11, 1968, 1:30 to 4:00 p.m.
Place: Studio Two, Corbett Hall.
Fee: $40.00 (class limit 18).

SATURDAY

DRAWING AND PAINTING I, BASIC *Course No.* 342

This course is designed specifically for those students who wish to acquire a basic training in drawing and painting.

Practical work in the studio will include a general survey and exploration of the fundamental principles used in drawing and painting. Consideration will be given to the problems of technique and composition.

The subject matter will deal with:

(a) Theory and practice of drawing; study of line, form, pattern, light and shade.

(b) Theory and practice of painting, study of arrangements, both two-dimensional and three-dimensional; studies in monochrome and full color.

Instructor: Pat Kemball.
Date: Twenty-four Saturday mornings commencing October 12, 1968, 9:30 a.m. to 12:00 noon.
Place: Studio One, Corbett Hall.
Fee: $40.00.

PAINTING II *Course No.* 343

Study of colour, design and form: directed experiments in methods of painting, both past and present, technical use of media.

Instructor: Robert Guest.
Date: Twenty-four Saturday mornings, commencing October 12, 1968, 9:30 a.m. to 12:00 noon.
Place: Studio Two,Corbett Hall.
Fee: $40.00 (class limit 18).

PAINTING, LANDSCAPE *Course No.* 344

Work from observation and imagination in all media. The initial meeting will take place in Studio One, Corbett Hall, but subsequent meetings will be held outdoors, weather permitting.

Instructor: P. H. Henson.
Date: Ten Saturday afternoons, commencing September 14, 1968 1:30 to 4:00 p.m.
Place: Studio One, Corbett Hall.
Fee: $20.00 (class limit 18).

EDMONTON EXTENSION ART CONFERENCE AND EXHIBITION *Course No.* 300

An exhibition of paintings, drawings, graphics, ceramics and sculptures by the Edmonton Extension Art Classes will be held Saturday, April 12th, and Sunday, April 13th, 1969, in Corbett Hall, The University of Alberta, Edmonton.

A prominent guest speaker, a panel and group discussion will be featured Saturday afternoon and evening. The Exhibition will be open to the public on Sunday.

PAINTING WORKSHOP FOR SENIOR STUDENTS AND ARTISTS *Course No.* 301

This course should be of particular value to the advanced students. There will be two 3-hour painting sessions daily and studio facilities will be opened each evening for individual work.

Date: Thursday,May 30 to June 3, 1969.
Place: Studios One and Two, Corbett Hall.
Fee: $50.00

RESIDENTIAL SUMMER ART COURSE IN EUROPE

In the summer of 1969, the Department of Extension will hold its third residential summer course in Europe. This will form part of a wider summer course program in Europe, and the Art group will be an appreciation and practical course in painting and sculpture.

The course will be held in July, 1969.

Business and Technical

CERTIFICATE PROGRAMS

LOCAL GOVERNMENT STUDIES

MAIN ADVISORY COMMITTEE

January 1, 1968

DUNCAN CAMPBELL, Director, (Chairman) Department of Extension, The University of Alberta
D. A. BANCROFT, Associate Professor, Public Administration Division, Department of Extension, The University of Alberta
DR. E. J. HANSON, Department of Economics, The University of Alberta
A. W. MORRISON, (ex officio) Deputy Minister, Department of Municipal Affairs, Government of Alberta
DR. H. T. SPARBY, Division of Educational Administration, Faculty of Education, The University of Alberta
A. B. WETTER, Division of School Administration, Department of Education, Government of Alberta
BRUCE RAMSAY, Chief Municipal Inspector, Department of Municipal Affairs, Government of Alberta
J. B. LAIDLAW, Assessment Commissioner, Department of Municipal Affairs
A. R. ISBISTER, Alberta Assessors Association, Municipal Affairs Building
D. E. MILLS, Chief Provincial Assessor, Department of Municipal Affairs
W. G. SCHMIDT, Executive Director, Alberta School Trustees' Association
W. G. JOHANNESON, Secretary-Treasurer, Town of Drayton Valley
E. NEWMAN, Executive Secretary, Alberta Urban Municipalities Association
ALEX BOYCHUK, President, School Business Officials of Alberta
JOHN SKUBA, President, Alberta Association of Municipal District Secretary-Treasurers
C. L. DOAN, President, Alberta Association of Municipal Districts and Counties

CERTIFICATE IN LOCAL GOVERNMENT

The Certificate pattern in Local Government requires the completion of four courses, one course per year.

The program includes Local Government Organization, Local Government Functions (or Local Government Introduction—suggested for first year students), and Local Government Business Affairs as compulsory courses. Either Local Government Accounting or Municipal Planning must be added to complete qualification for the Certificate. The courses may be taken in any order since not all are offered the same year. The year each is offered is noted in the description.

LOCAL GOVERNMENT ORGANIZATION (1970-71)

A review of the Organization of Local Governments in Alberta and the Structures of Local Governments is provided in the first half of this course. The Powers and Duties and Legal Status of the councils and boards in local government are treated in the second half.

Instructors: D. A. Bancroft and others.

Texts: *Canadian Municipal Government,* K. G. Crawford.
Selected Statutes of Alberta.

LOCAL GOVERNMENT FUNCTIONS (1968-69)

The Finance and Taxation operations of local governments are studied in the first half term. Election procedures and various Functions and Operations of municipal and school authorities are discussed in the second half. (Second and third year students only.)

Instructor: D. A. Bancroft

Texts: *Financing Government,* Harold M. Groves.
Selected Statutes of Alberta.

NOTE: First year students will be directed to a new introductory course described immediately below.

LOCAL GOVERNMENT: INTRODUCTION (1968-69)

This course is constructed to permit all new students in both the administration and assessment series to be combined into one class. It covers a half term on History and Background and a half term on Finance.

Instructor: D. A. Bancroft

Texts: *Financing Government,* Harold M. Groves.
Canadian Municipal Government, K. G. Crawford.
Selected Statutes of Alberta.

LOCAL GOVERNMENT BUSINESS AFFAIRS (1969-70)

This course is designed to cover essential concepts of Commercial Law for the managers of municipal or school business. It includes sections on Law of Contract, Law of Agency, Sale of Goods, Property Management, Insurance Management, Public Finance and Elementary Accounting Principles.

Instructors: D. A. Bancroft and others.

Text: *The Law and Business Administration in Canada;* J. E. Smyth and D. A. Soberman.

MUNICIPALITIES PLANNING (1969-70)

A course giving basic principles and some outline of procedures of the planning functions for Alberta municipalities. Syllabus covers such areas as planning law and authority; planning processes and the general plan; land use theory and planning administration in Alberta.

Instructors: D. A. Bancroft and others.

LOCAL GOVERNMENT ACCOUNTING (1968-69)

Offered in certain years on an open class basis for all students and practitioners of local government accounting. The course deals exclusively with fundamental concepts of municipal and school accounting procedures in Canada. It covers Fund Accounting, General Revenue Funds, Capital and Loan Funds, other Funds, Financial Statements, Budgeting, Cost Accounting, Interpretation and Auditing. Many illustrations are provided and modern techniques are examined.

Instructor: J. E. Mulloy.

Texts: *Municipal Finance Reporting Manual,* Dominion Bureau of Statistics.
Simplified Municipal Accounting, Municipal Finance Officers' Association.

CERTIFICATE IN MUNICIPAL ASSESSMENT

The Certificate Program in Municipal Assessment has been a three year pattern, one year of which may be taken from the Appraisal Institute of Canada. *For all 1968-69 first year students it is to be a four year pattern for certification.* The fourth year permits an option which at this time gives a choice between the Assessment Uniformity course or the Economics course. Requirements and offerings are set out below.

ASSESSMENT ELEMENTS (1970-71)
ASSESSMENT PRINCIPLES or
LOCAL GOVERNMENT INTRODUCTION (1968-69)
(*First year students*)
ASSESSMENT APPRAISAL (1969-70)
ASSESSMENT UNIFORMITY OR ECONOMICS

Curriculum outlines describing these courses are set out below.

ASSESSMENT ELEMENTS (1970-71)

The assessment function, principles, and an introduction to Land Economics comprises the first half of this course. In the second half the course concentrates on soil qualities and land inspections for assessments.

Instructor: D. A. Bancroft.

Texts: Selected Soil Survey Reports for Alberta;
Selected Statutes of Alberta;
Selected Technical Reports and other publications of provincial and federal government departments.

ASSESSMENT PRINCIPLES (1968-69)

The Principles course deals with finance, economics and assessment principles. The first half is devoted to Local Government Finance. The second half covers some basic principles of Land Economics and Assessment and Valuation. (Second and third year students only.)

Instructor: D. A .Bancroft.

Texts: *Financing Government,* Harold M. Groves.
Selected Statutes of Alberta;
Selected Technical Reports and other publications.

NOTE: First year students will be directed to a new introductory course *Local Government*: *Introduction* described above in the Certificate in Local Government Syllabus.

ASSESSMENT APPRAISAL (1969-70)

This is the theory course of the Appraisal Institute of Canada, modified for the particular needs of Municipal Assessors. Extensive treatment is given to the principles of valuation, the market approach, the cost approach, and the income approach, with reference to the use of these approaches in assessment procedure.

Instructor: D. A. Bancroft.

Text: *The Appraisal of Real Estate,* American Institute of Real Estate Appraisers.

ASSESSMENT UNIFORMITY

An advanced study of the property tax base in Alberta Municipalities, and a method of relating assessments to another standard of valuation. Computation of assessment sales ratios and computations of medians and co-efficients of variation and of correlation and regression.

Instructor: D. A. Bancroft.

Texts: Selected publications of equalization studies from Alberta and other places.

ECONOMICS

A general introduction to the study of economics. Theory of markets, prices, competition, marginal and average costs, and other basic concepts.

GENERAL GOVERNMENT STUDIES

ADVISORY COMMITTEE

DUNCAN CAMPBELL, Director, Department of Extension, The University of Alberta

CHARLES LOCKWOOD, Assistant Director, Department of Extension, The University of Alberta

D. A. BANCROFT, Associate Professor, Department of Extension, The University of Alberta

DR. W. D. GAINER, Professor and Head, Department of Economics, The University of Alberta

DR. S. M. M. QURESHI, Associate Professor, Department of Political Science, The University of Alberta

D. C. HOCKETT, Training Co-ordinator, Training Division, Government of Alberta

R. G. McFARLANE, Regional Director, Department of Public Works, Government of Canada

H. C. HILL, Supervisor, Union Relations and Training, City of Edmonton

E. K. BARRY, Chief City Acountant, City of Edmonton

T. PEACH, Assistant Training Supervisor, City of Edmonton

CERTIFICATE IN PUBLIC ADMINISTRATION

This program is arranged and organized by the University Department of Extension in co-operation with the Department of Political Science and the Department of Economics.

It is designed to meet the need for training of civil servants in Administration to enable them to perform their increasingly diverse functions more effectively. It will provide an intensive review of the nature of the Canadian economy and its special problems, the structure of Canadian society, including the forces and trends which are transforming it, together with a study of the techniques of administration and the human relations base on which they rest.

The program is open to both men and women who have assumed, or will shortly be assuming, positions of increased responsibility in their civil service careers and who wish to prepare themselves through prior study.

A student may enrol in not more than two subjects in the same session. By undertaking two subjects in each session, the program may be completed in three years. Many students elect to take only one subject a year. Instruction is given in two hour lectures for twenty-five weeks for a total of fifty classroom hours per course.

The University reserves the right to restrict registration in any class or cancel any class for which there is insufficient registration.

Completed applications for admission to the program must be forwarded to the Advisory Committee, Public Administration Program, Department of Extension, The University of Alberta, Edmonton, by September 20, 1968.

The Program

The courses comprising this section are:

Core Subjects (*three are required*):

- Economics
- Canadian Government Structures
- Government Organization and Administration
- Organization Theory: Human Relations

Elective Subjects:

- Sociology
- Public Finance
- Quantitative Methods
- Geography
- Accounting and Budgeting
- Administrative Law

The University awards a certificate in Public Administration to students who successfully complete six subjects. The six may be four from the core subjects and two from the electives, or three from each list.

Core Subjects

ECONOMICS (1968-69)

Canadian Economic Problems. A brief description of the Canadian Economy. Elementary theory of prices, markets, competition and other basic concepts, with some attention to the impact of government.

CANADIAN GOVERNMENT STRUCTURES (1968-69)

A study of institutional and political structures and processes in the Canadian Confederation: The *Political Science* of federalism in contemporary Canada.

GOVERNMENT ORGANIZATION AND ADMINISTRATION (1969-70)

The public administration of government at federal, provincial and local levels. Instruments of administration, departments, civil servants, corporations, budgets, delegation and control.

ORGANIZATION THEORY: HUMAN RELATIONS (1969-70)

Concerning the dilemma of goal conflicts and incongruencies of the organizational: personal condition. Bureaucracy and the means of gaining objectives for both people and institutions through coordination and co-operation.

ELECTIVE SUBJECTS

SOCIOLOGY (1970-71)

Social movements and human relationships: family, school, church, work and law.

PUBLIC FINANCE (1970-71)

The taxation and expenditure operations of government in modern Canada as a function of deliberate public policy. Scope of activity, public purposes and policies and tax reforms.

QUANTITATIVE METHODS (1968-69)

The application of statistical methods to the solution of problems with emphasis on prediction techniques, sampling, time series and index numbers; other quantitative techniques in planning and programming; application to computer methods.

GEOGRAPHY (1968-69)

The *regional geography of Canada.* Physical, economic and political influences on the regional development and history of Canada. Concepts of geographic regions, their characteristics and use of regional concepts.

ACCOUNTING AND BUDGETING (1969-70)

Study of some public accounts and the information content of statements and budgets. The language of accounts, funds, appropriations and control. Program budgets and performance measures.

ADMINISTRATIVE LAW (1969-70)

A course on the use of administrative discretion in public service and the delegation, control and removal of discretionary power. Procedures under The Administrative Procedures Act and the Ombudsman Act.

REAL ESTATE STUDIES

CERTIFICATE COURSE IN REAL ESTATE

The Certificate Course in Real Estate is a three-year program of real estate education offered by the Department of Extension of The University of Alberta, in co-operation with the Alberta Real Estate Association. It is open to any adult who meets admission requirements and who can benefit from university-level study.

REAL ESTATE PROGRAM ADVISORY COMMITTEE

DUNCAN CAMPBELL, Director, Department of Extension, The University of Alberta

H. O. RICKER, Administrative Officer, Division of Continuing Education, University of Calgary

M. H. FISHER, Deputy Commissioner of Real Estate, Department of Provincial Secretary, Government of Alberta

E. BRUCE GRAHAM, F.R.I., Chairman, Education Committee, Alberta Real Estate Association

C. W. CARR, Secretary-Treasurer, Alberta Real Estate Association

W. F. JOHNS, F.R.I., Education Committee, Alberta Real Estate Association

T. H. DALE, F.R.I., Member, Alberta Real Estate Association

L. C. LEITCH, Acting Dean, Faculty of Commerce and Business Administration, The University of Alberta

A. O. ROBARTS, Assistant Professor, Faculty of Commerce and Business Administration, The University of Alberta

D. A. BANCROFT, Supervisor, Public Administration, Department of Extension, The University of Alberta

D. N. LITEPLO, F.R.I., Administrator, Real Estate Program, Department of Extension, The University of Alberta

Admission Requirements

Applicants will be expected to have a Senior High School diploma, be over the age of twenty-five, and have recognized experience in real estate or a related field. These requirements may be waived by the Real Estate Program Advisory Committee if warranted by special circumstances.

The $150.00 fee for 1968/69 coursework includes tuition, lesson material, textbooks, and examination cost.

Completed applications for admission to the program must be forwarded to the Secretary-Treasurer, Alberta Real Estate Association, 622 - 5th Avenue S.W., Calgary, Alberta, by September 1. Applications must be accompanied by cheque payable to the Alberta Real Estate Association.

The Program

The Certificate Course in Real Estate consists of a three-year program of coursework designed to raise standards of realtor service by providing the opportunity to acquire the breadth of basic knowledge required to resolve problems of investment analysis. While of high benefit to agents and their sales representatives, the program will also be of value to persons active in related fields—mortgage lenders, appraisers, assessors, property managers, building contractors, developers, private investors and others.

To be eligible for the University Certificate in Real Estate students are required to obtain a pass standing in each of nine courses, three of which are offered each year as indicated.

In Edmonton and Calgary, students will meet one evening per week for a total of 32, two-hour, lecture and discussion sessions each winter. Persons residing outside of these two urban centres may enrol as correspondence students. Courses in the Certificate Program will commence in mid-September and will end in early May.

Lecturers and discussion leaders will be drawn from the real estate industry, from other business and professional groups, and from the academic staff of the Province's universities.

Work will be assigned to the students throughout the three years, and final examinations will be written on completion of each of the nine courses. Standing will be based on proficiency in written assignments and performance in examinations.

PRINCIPLES OF ECONOMICS (1968-69)

An elementary course in economic theory stressing principles which are of interest to real estate practitioners and persons active in related fields. (10 lessons)

URBAN STUDIES (1968-69)

A course which discusses elements of city evolution, location, growth patterns and problems of land utilization, as well as site and location requirements of commercial and non-commercial entities. (10 lessons)

LAND PLANNING AND DEVELOPMENT (1968-69)

A study of community planning and subdivision development emphasizing attitudes and practices of planning consultants, public agencies and investors. (12 lessons)

FINANCIAL ACCOUNTING AND ANALYSIS OF FINANCIAL STATEMENTS (1969-70).

A course which discusses basic accounting concepts, special problem areas and limitations of financial accounting, as well as techniques of statement analysis and measurement of cash flows. (12 lessons)

REAL ESTATE FINANCE (1969-70)

A study of sources of credit with emphasis on interim, special purpose and mortgage financing—treating economic, legal and financial implications of same. (8 lessons)

BROKERAGE PRACTICE (1969-70)

A course which treats matters of general brokerage interest including principles of office management, sales management, advertising management, improvement of community relations and techniques of basic economic research. (12 lessons)

REAL ESTATE LAW (1970-71)

A study of Alberta law intended to help avoid legal difficulties which can arise in connection with real estate transactions. (12 lessons)

ESSENTIALS OF BUILDING DESIGN AND CONSTRUCTION (1970-71)

A comprehensive non-technical course given primarily to familiarize realtors with the product with which they deal. (8 lessons)

APPRAISAL OF REAL PROPERTY (1970-71)

A course dealing with the theory and fundamentals underlying the valuation of rights in real estate. (12 lessons)

MANAGEMENT FOR REALTORS

A One Year Course of Advanced Study

Persons who hold the F.R.I. designation, or graduates of any educational program which may be recognized and approved by the Real Estate Program Advisory Committee are invited to enrol in a one-year specialized course in Management for Realtors—the first of a series of such post-certificate courses to be offered by the Department of Extension.

The program is designed primarily for those persons active in real estate and related fields who have advanced knowledge and experience. Less of the lecture method will be used in classes and more opportunity will be provided for seminar and workshop activities, utilizing case studies and problem-solving situations. Students who successfully complete the program will be awarded a University Certificate.

The $150 total course fee includes tuition, lesson material, textbooks, and examination costs. Application for enrolment must be submitted to the Alberta Real Estate Association, with cheque attached, prior to September 1st.

Lectures will be presented in Edmonton and Calgary only, commencing September, 1968, for a total of thirty-two lecture sessions (one evening per week) and will cover the following areas of study:

PRINCIPLES OF REAL ESTATE MARKETING

A detailed course in marketing emphasizing economic and market analysis, marketing-advertising research and innovation, and particular problems in the marketing of real estate. (12 lessons)

HUMAN RELATIONS

An investigative course directed at the discovery and discussion of patterns of behaviour between management and employee, employee and employee, and employee and client. (10 lessons)

PROBLEMS OF URBAN GROWTH

A course which studies sociological problems of land utilization in urban areas, looking at principal relationships between human social behaviour and its physical setting. (6 lessons)

MANAGEMENT ACCOUNTING

A study of accounting methods to provide the manager with information which will assist him in his job of managing the various real estate operations under his control. (4 lessons)

MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM

This program is arranged by the Department of Extension in conjunction with the Faculty of Business Administration and Commerce. It is intended to provide an intensive review of management functions and to assist the student to develop the skills and understanding which will contribute towards his professional development as a manager or an executive. The program is open to both men and women who have assumed or will shortly being assuming, positions of higher responsibility in management and who wish to prepare themselves through proper study of management principles.

Applications for this program are invited from business and industrial firms, labour organizations and the civil service.

Instruction will be given by the University's Faculty of Business Administration and Commerce.

ADVISORY COMMITTEE

DUNCAN CAMPBELL, Director, Department of Extension, The University of Alberta

R. R. FARYON, Associate Professor, Department of Extension, The University of Alberta

D. S. K. GRAY, President and General Manager, Alberta Mack Truck Distributors Limited

J. R. KANDLER, Comptroller-Administration Manager, Healy Ford Center

S. A. KEAYS, President, Waterloo Motors Limited

C. M. LOCKWOOD, Assistant Director, Department of Extension, The University of Alberta

R. E. SCHNECK, Associate Professor, Faculty of Business Administration and Commerce, The University of Alberta

I. K. SUTHERLAND, Vice-President and Resident Manager, North Western Pulp & Power Ltd., Hinton

R. SUTHERLAND, President, Canadian Engineering Surveys Limited

R. B. WISHART, Administrator of Student Awards, The University of Alberta

The Program

The Management Development Program consists of six subjects in the field of business and industry. For those intending to complete the requirements for a University Certificate, Management Accounting and Financial Controls, Canadian Economic Development, and Business Organization and Administration are compulsory. Three optional subjects may be selected from Personnel Administration, Commercial Law, Marketing, Production Management, Commercial Data Processing and Business Policy.

A student may enrol in not more than two subjects in the same session. By undertaking two subjects in each session, the program can be completed in three years. Many students elect to take only one subject. Instruction is given in two-hour sessions in the evenings for twenty-five weeks. Students who enrol in two subjects will attend two evenings a week for twenty-five weeks, commencing the week of September 30th.

Examinations will be conducted in April with supplemental examinations for unsuccessful candidates in September. A student will be permitted to write only two examinations in the same subject without applying again for admission in the usual way.

Admission Requirements

Applicants to this program will be expected to have a senior high school diploma and be over 25 years of age. Those who lack Grade XII standing but who have had suitable experience may be admitted to the program conditionally and, if successful, invited to continue.

All applications will be reviewed by the Advisory Committee to the Program the first week in October and candidates will be notified of the

Committee's decision as soon as possible. It is expected that candidates sponsored by organizations will be carefully pre-selected by them.

To qualify for a University Certificate, a candidate must attain a minimum grade of 50 per cent in four courses and at least 65 per cent in two courses.

Applications will be considered from students not wishing to complete the requirements for the certificate.

FEES AND REGISTRATION

The fee for each of the subjects comprising the program is $90.00 inclusive of tuition, textbooks and materials.

The University reserves the right to restrict registration in any class or cancel any class for which there is insufficient registration.

Completed applications for admission to the program must be forwarded to the Advisory Committee, Management Development Program, Department of Extension, The University of Alberta, Edmonton, by September 19th, 1968.

BUSINESS ORGANIZATION AND ADMINISTRATION

An examination of organizations from a behavioural science point of view. Interpersonal relations, small group functioning and formal organizations will be studied. The course will review conceptual theories, empirical research and practical case problems.

Text: "Human Organizations", R. Likert, McGraw-Hill.
"The Analysis of Organizations", J. A. Litterer, John Wiley and Sons, Inc., 1965.

This course will also be offered in Red Deer.
Instructor: Gary Hooge, Red Deer Junior College
Date: Twenty Wednesdays, commencing Oct. 2, 1968
Place: Red Deer Junior College

CANADIAN ECONOMIC DEVELOPMENT

Factors influencing Canada's economic development and the techniques used in modern economic analysis are dealt with in this course. Topics covered include: Basic Economic Theory: Influence of International Factors, Canadian-American Relations, Canadian Economic Growth, Population Prospects, Surveys of Canadian Industries, Special Canadian Economic Problems, and the Role of Government.

Text: "Economics," Samuelson and Scott, 2nd Canadian edition, McGraw-Hill.

MANAGEMENT ACCOUNTING AND FINANCIAL CONTROLS

This course looks at how accounting can provide information to serve the management decision-making process. The focus of attention is on decisions related to planning and controlling business operations and special decisions of a short-term and long-term nature. Attention is devoted to traditional or financial accounting only insofar as it will aid the students' understanding of management accounting.

Texts: "Management Accounting," Anthony, 3rd edition, Irwin. Text and cases.
"Accounting for Management Control: An Introduction," C. Horngren, Prentice-Hall.

This course will also be offered in Hinton.

BUSINESS FINANCE

A course designed to present the point of view of the chief financial officer of a company with regard to financial decision making and administration of a going concern. It deals with such areas as the management of assets, financial analysis, capital structure and the cost of capital.

NOTE: Management Acounting and Financial Controls is a prerequisite for Business Finance. Business Finance is no longer compulsory.

Text: "Basic Business Finance," Hunt, Williams and Donaldson, revised edition, Irwin

BUSINESS POLICY

The purpose of this course is to build up and integrate the work in the functional areas of the Management Development Program. This is done by presenting the students with complex problems at the level of top management. The basic method of instruction is case study. The analysis and solution of these cases require a student to use knowledge they have gained from previous courses as well as judgment, imagination and logic.

This course is open to students who have successfully completed at least three of the other courses in the program. In this course students will deal with comprehensive cases at the top management level. Enrolment will be limited to twenty.

Text: "Policy Formulation and Administration", Smyth and Christianson, Irwin

COMMERCIAL DATA PROCESSING

A lecture and laboratory assignment course concerning the fundamentals of programming electronic digital computers and their application to business and industry. Each student will program and process on the University computer, through a system representative of many modern installations, several typical case study assignments such as inventory control, expenditure control, sales analysis, billing and general ledger, etc. Modern techniques of linear programming and critical path scheduling will be introduced. No special knowledge of electronics or mathematics is required. Enrolment will be limited to twenty students.

Students will be required to spend additional class hours in laboratory sessions.

Text: "Computers in Business; An Introduction", D. H. Sanders, McGraw-Hill.

COMMERCIAL LAW

An introduction to Commercial Law with special reference to the law of Contracts, Sale of Goods, Conditional Sales, Bulk Sales, and Agency.

Texts: "The Law and Business Administration in Canada", Smyth and Soberman, Prentice Hall.

"Cases and Case Materials on Commercial Law", Carrothers, University of British Columbia, Bookstore

This course will also be offered in Lethbridge.

MARKETING

The purpose of this course is two-fold. First, an introduction to marketing principles will provide the students with a basic foundation for examining business operations and consumer behaviour. Secondly, case analysis will be utilized as a vehicle to provide an opportunity to apply Marketing Principles in examining Canadian business problems.

Texts: "Fundamentals of Marketing", William J. Stanton, 2nd edition, McGraw-Hill
"Marketing Insights", Anderson and Cateora, 2nd edition, Appleton-Century-Crofts

PERSONNEL ADMINISTRATION

A systems approach to personnel administration and organization. More specifically, emphasis will be placed on developing competence in problem solving techniques through situational thinking and environmental constraints. The traditional areas of personnel including, among others, motivation, testing and interviewing, placement induction and orientation, and wage and salary administration will form the basis for the problem solving approach.

Text: "Personnel, the Human Problem in Management", Strauss and Sayles, Prentice Hall

PRODUCTION MANAGEMENT

This course provides an introduction to the problems of Production Management. The techniques of increasing and controlling productivity are discussed using case studies. The techniques and mathematical models for inventory and production control, time and motions, maintenance, organization, quality control, plant layout and wage payment plans are described. Critical Path Methods and other associated uses of computers will also be covered.

Text: "Modern Production Management" E. S. Buffa, 2nd edition, Wiley.

CERTIFICATE IN PERSONNEL ADMINISTRATION

The Certificate Program in Personnel Administration is offered by the Department of Extension of The University of Alberta in co-operation with the Faculty of Business Administration and Commerce and the Personnel Association of Edmonton. It provides people in the personnel field with a knowledge of modern techniques and an educational background pertinent to the requirements of their profession.

ADVISORY COMMITTEE

The University of Alberta

R. R. FARYON, Associate Professor, The Department of Extension
C. M. LOCKWOOD, Assistant Director, The Department of Extension
E. S. SHIHADEH, Associate Professor, Faculty of Business Administration and Commerce

Personnel Association of Edmonton

W. H. CHIDGEY, Personnel Selection Officer, Government of Canada
K. ROBERTSON, Public Service Commissioner, Province of Alberta
J. D. VARLEY, Employee Relations Assistant, Interprovincial Pipe Line

ADMISSION REQUIREMENTS

Applicants will be expected to have a senior high school diploma and be over the age of 25. They should also have recognized experience in personnel, supervisory or managerial work. Students who are over 25 and have had suitable experience may be admitted conditionally, even though they lack grade XII standing, with the approval of the Advisory Committee.

Applications will be considered both from students desiring to work toward a certificate and from others who may be interested only in one or two specific courses. All those enrolled will be expected to do the written assignments and undertake the final examinations.

All applications will be reviewed by the Advisory Committee.

The fee for each of the 15-week courses in the program is $60.00 including tuition, textbooks and material. The fee for the 25-week courses is $90.00.

The University reserves the right to restrict registration in any class or to cancel any class for which there is insufficient registration.

Completed applications for admission to the program must be forwarded to the Director, Department of Extension, The University of Alberta, Edmonton, by August 30th.

The Program

To be eligible for the University Certificate in Personnel Administration students will be required to obtain a 50% or higher standing in eight courses. Six of these courses will consist of 15 two-hour sessions and a final examination.

The courses in Business Organization and Administration and Canadian Economic Development consist of 25 two-hour lecture sessions with a mid-term and final examination. Standing will be based on classroom performance, including proficiency on written assignments, and the examinations.

The 15-week courses in the Certificate Program will be offered in either the fall (starting in September) or the winter (starting in January).

BUSINESS ORGANIZATION AND ADMINISTRATION

An examination of organizations from a behavioural science point of view. Interpersonal relations, small group functioning and formal organizations will be studied. The course will review conceptual theories, empirical research and practical case problems.

Text: "Human Organizations", R. Likert, McGraw-Hill
"The Analysis of Organizations", J. A. Litterer, John Wiley and Sons, Inc., 1965

This course will also be offered in Red Deer.

Instructor: Gary Hooge, Red Deer Junior College
Date: Twenty Wednesdays, commencing October 2, 1968
Place: Red Deer Junior College

CANADIAN ECONOMIC DEVELOPMENT

Factors influencing Canada's economic development and the techniques used in modern economic analysis are dealt with in this course. Topics covered include: Basic Economic Theory, Influence of International Factors, Canadian-American Relations, Canadian Economic Growth, Population Prospects, Surveys of Canadian Industries, Special Canadian Economic Problems, and the Role of Government.

Text: "Economics," Samuelson and Scott, 2nd Canadian edition, McGraw-Hill.

HUMAN RELATIONS

A course designed to familiarize the student with findings of the behavioral sciences which have a significant application in business administration. Topics to be covered are: historical retrospect, dynamics of human behaviour, authority systems and chain of command, communications, group processes and organizational performance, problems of change.
Text: "Human Elements of Administration", H. R. Knudson, Jr., Holt Reinhart and Winston Inc., 1963

LABOUR ECONOMICS

This course will provide the student with a working knowledge of the economic theory affecting labour and the labour movement. Topics to be covered are: Economics of the labour market, supply and demand for labour, wage and employment theory, impact of union's behaviour on wages, employment and productivity.
Text: "The Economics of Labour—Employment and Wages in Canada", S. G. Peitchinis, McGraw-Hill

LABOUR RELATIONS

A course designed to prepare the student for dealing with union and other labour relations problems. Topics to be covered are: historical background, provincial legislation, development of collective bargaining, bargaining strategy, preparation for bargaining, contract administration, conciliation and arbitration.
Text: "Labour Relations and Collective Bargaining", B. D. Maby, Ronald Press.

THE PERSONNEL FUNCTION

A study of the need for and operation of the personnel function. History of personnel administration and employee relations, role of the personnel department, where it sits in the overall organization and how it operates, personnel policies and procedures, functions of a personnel department.
Text: "The Management of People at Work", Dale S. Beach, Macmillan.

SALARY AND WAGE ADMINISTRATION

This course informs the students on theory and practice in the area of establishing compensation procedures for various levels of employees. Topics to be covered are: job analysis and evaluation, determination of wage rates, wage administration, executive compensation, salary administration, administration of benefit programs.
Text: "Wage and Salary Administration", D. W. Belcher, 2nd edition, Prentice-Hall

TRAINING AND DEVELOPMENT OF THE WORK FORCE

A course which helps equip the student to undertake responsibilities in assisting the business organization to acquire and develop the human resources it needs to meet its objectives. Topics to be covered are: forecasting man-power requirement, interviewing, work training, management development, performance appraisals and evaluation.
Text: "Management of Training Programs", De Phillips, Berliner and Cribin, Irwin

THE INSTITUTE OF CANADIAN BANKERS

CERTIFICATE PROGRAM

This program is administered by the Department of Extension in conjunction with the Institute of Canadian Bankers, the educational branch of the Canadian Bankers' Association.

This course is designed specifically for staff members of Canadian Chartered Banks. Its purpose is to provide formal education for men and women who wish to prepare themselves for responsible positions in banking. The program complements rather than replaces the specific job training program of the individual bank by providing opportunities for broadened education, stressing the need to adapt to a changing environment with competence and foresight.

Complete information regarding the overall requirements of the Institute of Canadian Bankers' Certificate Program may be obtained from the applicant's staff or personnel department. Students being transferred in or out of Edmonton should contact the ICB for information about correspondence courses and courses offered in other areas.

ADVISORY COMMITTEE

R. R. FARYON, Associate Professor, Department of Extension, The University of Alberta

L. C. LEITCH, Acting Dean, Faculty of Business Administration and Commerce, The University of Alberta

C. M. LOCKWOOD, Assistant Director, Department of Extension, The University of Alberta

D. A. SMITH, Supervisor, Personnel, The Toronto-Dominion Bank

Application

A staff member should complete the Institute of Canadian Bankers' application form, available from the staff or personnel department of his or her bank, and submit it to that office by September 9th, 1968.

Eligibility

A student should be in possession of a high school certificate that enables him to enter a Canadian university. The student who lacks this standing, but who has had suitable business experience may be admitted conditionally and will be allowed to continue on the successful completion of the first year. All applications will be reviewed by an Admissions Committee.

Time and Location

Classes will run for twenty-five weeks, each class lasting from 7:30 to 9:30 p.m. Students enrolling in the course will be advised of the location of the classroom. Classes will commence the week of September 30th, 1968.

Tuition

The fee is $90.00 per course and this includes the cost of all text books and other materials.

Seminar

A one-day orientation seminar will be held for registrants before classes begin in the Institute of Canadian Bankers' Program to introduce them to their course of studies, familiarize them with the campus and provide them with an opportunity to meet other members of their class.

COURSES

I.C.B. Syllabus	Extension Department Equivalent
PART I Letter of Acomplishment	
The Banker and Society	Course description below
Business Administration in Canada	Business organization and Administration*
PART II Associate Certificate (AICB)	
First Year	
Financial Analysis and Control	Management Accounting and Financial Controls*
Communications	Course description below
Second Year	
Economics	Canadian Economic Development*
Legal Aspects of Business in Canada	Commercial Law*
PART III Fellow's Diploma (FICB)	
First Year	
Business and Personal Finance	Business Finance*
Management I	Personnel Administration*
Second Year	
Management II	Business Policy*
Optional	Marketing*, or Production Management*

*Course descriptions are listed in the Management Development Certificate Program portion of this calendar.

COURSE—THE BANKER AND SOCIETY

This course will deal with the part finance plays in society; where banks fit into the financial system; what banks are and what they do; financing of business; financing of households; consumer lending by banks; mortgage lending by banks; business lending by banks; bank deposits; services offered by banks; the banker in the community. Student grades will be based on classroom participation, mid-term and final examination.

COURSE—COMMUNICATIONS

This course consists of four main topics: writing, reading, speaking and listening. Using a variety of approaches and techniques, including group dynamics, programmed learning, self correction, and psychology of communications, in addition to the more traditionally based principles of grammar, syntax and semantics; it attacks the obstacles posed by modern society to the processes of understanding and being understood. The major activity of the course is practice in the skills required for effective communication at all levels.

OTHER BUSINESS OR TECHNICAL EDUCATION

Students not wishing to complete the requirements for a certificate may be interested in the following courses. Students may also enrol in certain of the certificate courses with the approval of the Advisory Committee if there is space available.

Additional seminars are offered periodically in special interest areas.

SALES MANAGEMENT

This course deals with the theory and practical application of problems encountered in the key areas of sales management by those who are, or will be, involved in the management of a sales force or sales operation. The following topics will be dealt with: Sales Management and Organization; Selection and Assimilation of Salesmen; Developing a Sales Training Program; Evaluation of Salesmen's Performance and Sales Potentials; Sales Forecasting and Sales Quotas. Students will be required to spend several hours per week outside of class time in preparation of cases for class instruction.

Instructor: Bart Symons

Dates: Twelve Mondays, 7:30 to 9:30 p.m., commencing September 23, 1968

Text: "Management of the Sales Force", Stanton and Buskirk, Revised Edition, 1964, Irwin

Fee: $45.00 including text

MERCHANDISING ADMINISTRATION

This course basically consists of 20 hours of merchandising, advertising and visual merchandising, and 20 hours of sale administration.

The class sessions are designed to enable all students to obtain up-to-date training in merchandising distribution. Class format will include the use of case studies, theory presentation and several guest contributors. A written report, maximum 5,000 words, will be a requirement of the program.

Letters of attendance and successful contribution will be issued to the students upon completion of the course.

Enrolment will be limited to 20 students.

Instructors: Bart Symons, Karl Paul

Date: Twenty Tuesdays, 7:30 - 9:30 p.m., commencing October 1, 1968

Texts: "Retail Management", F. M. Jones, Revised edition 1967, Irwin
"Management of the Sales Force", Stanton and Buskirk, Revised edition, Irwin
"How They Sell", Editors of Wall Street Journal, H. Wolff, New York

Fee: $95.00 including texts

MANAGING INVESTMENTS

A series of lectures offered in co-operation with the Investment Dealers' Association of Canada, Edmonton Branch. It is intended, through lecture and discussion sessions, to provide the student with information on securities, investment policies and portfolio development. The small investor should find the course of particular interest.

A more detailed brochure is available upon request.

Date: Ten Tuesdays, 7:30 to 9:30 p.m., commencing January 21, 1969.

Text: "How to Invest your Money in Bonds and Stocks", The Investment Dealers' Association

Fee: $30.00 including materials. A husband and wife may attend as a couple for a fee of $40.00 and receive one set of materials.

STATISTICS FOR BUSINESSMEN

This course is an introductory course dealing primarily with the basic concepts of statistics. Most of the illustrative problems and examples will be business oriented. Topics to be covered include: frequency distributions (their graphical representation and interpretation), rules and applications of probability, basic theoretical distributions of data, testing hypotheses, correlations and regression analysis, time series analysis and index numbers. Other topics will be briefly mentioned to give the student an idea of the possibilities and applications of statistical analysis in business. A high school grounding in mathematics is preferable, but not essential. To get the most out of the class, students should be prepared to spend two to three hours a week on the course outside of class.

Instructor: H. W. Ford

Date: Thirteen Thursdays, 7:30 - 9:30 p.m., commencing September 26, 1968

Text: "Essential Methods in Business Statistics", by E. N. Dubois, 1964, McGraw-Hill

Fee: $55.00 including text

SUPERVISORY TECHNIQUES

This course is designed to give the participants a complete picture and understanding of the supervisor's job and do a better job of teaching and coaching and building team-work in the group he leads.

Communications Skills—Conference leadship; handling various types of employee interviews, e.g. performance reviews and requests, job instruction and job safety training.

Supervisor's Functions—Planning, organizing, controlling, co-ordinating and motivating.

Supervisor's Duties and Responsibilities—Discussions and case studies on selecting employees, maintaining discipline, handling grievances, controlling quality of work, promoting safety and housekeeping, keeping records, training employees and many similar topics involved in carrying out the supervisor's duties and responsibilities.

Lecture and case methods will be used. The class will be limited to 25 people.

Instructor: A. Trautwein
Date: Twelve sessions, commencing October 1, 1968, 7:30 - 9:30 p.m.
Text: "The Supervisor and His Job", A. Sartain and A. Baker, McGraw-Hill
Fee: $50.00 including text

OFFICE MANAGEMENT AND CONTROL

A review of the fundamental principles and successful practices applied in the supervision of office functions and personnel. It will be conducted from a practitioner's point of view. The main points are high-lighted with film and case studies. Emphasis is placed on group discussion and the exchange of ideas within the group. A pertinent textbook is provided for home study.

Experienced administrative managers and supervisors will find this course helpful from the standpoint of review of current day's problems and new techniques in the field. Those who are already preparing themselves to enter the field will find this program of similar value. Maximum attendance 30.

Instructor: J. R. Kandler
Date: Ten Mondays, 7:30 to 9:30 p.m., commencing September 23, 1968
Text: "Office Management and Control", G. P. Terry, 5th Edition, Irwin
Fee: $45.00 including text

ESTATE PLANNING FOR BUSINESSMEN

This is a practical course designed for the business executive who wants an appreciation of the most effective methods of estate planning and their tax consequences. Various tools and techniques of estate planning personal corporation are discussed such as wills, trusts, gifts, joint ownership, life insurance and estate freezing plans. The material presented approaches estate planning problems from the point of view of the non-expert.

Instructor: F. D. Jones
Date:Eight Mondays, commencing October 21, 1968, 7:30 - 9:30 p.m.
Fee: $35.00 including manual.

CONTRACT LAW FOR BUSINESSMEN

Business transactions are based upon the Law of Contract. This course is designed to give the businessmen some insight into this branch of the law in the hope that many needless legal problems will be avoided. Topics covered will include: the creation of the contract, formalities of contract, privity, consideration, misrepresentation, mistake, breach of contract and damages.

Texts: Smyth and Soberman, "The Law and Business Administration in Canada" (2nd Ed. 1968)
Carrothers, "Cases and Materials on Commercial Law"
Instructor: J. W. Samuels
Date: Twelve Wednesdays, 7:30 - 9:30 p.m., commencing September 25, 1968
Fee: $55.00 including texts

A FIRST LOOK AT COMPUTERS—FOR SCIENTIFIC AND ENGINEERING PERSONNEL

This is a course designed to provide a glimpse of the world of computers for those who do not, at this time, desire a full programming course. No special knowledge of mathematics or electronics is required.

The basic principles of computer programming and utilization will be examined together with the roles of the computer programmer, operator and other computer personnel. Use will be made of the University Time-Sharing Computer System in laboratory sessions.

Instructor: G. R. Pratt, Senior Analyst, Department of Computing Science
Date: Four Wednesdays commencing September 4, 1968, 7:00 - 10:00 p.m.
Fee: $25.00 including materials.

FUNDAMENTALS OF COMPUTER PROGRAMMING —FOR SCIENTIFIC AND ENGINEERING PERSONNEL

A lecture course concerning the fundamentals of programming electronic digital computers and their application to business and industry. Programs will be written in machine and symbolic languages and Fortran. No special knowledge of mathematics or electronics is required. The staff of the University Computing Centre will process assigned problems.

The preliminary course "A First Look at Computers—For Engineering and Scientific Personnel" is a prerequisite for this course.

Instructor: V. E. Yanda, Senior Analyst, Department of Computing Science
Date: Nine Wednesdays, commencing October 9, 1968, 7:30 - 9:30 p.m.
Fee: $55.00 including materials.

A FIRST LOOK AT COMMERCIAL COMPUTING

This course is designed to provide a brief introduction to commercial computing for those who do not wish a programming course. No special knowledge of mathematics or electronics is required.

Principles of digital computer organization and operation as well as the functions of input and output devices will be discussed. A few commercial computer applications will be examined. A visit will be made to the University Computing Centre.

Instructor: Frank B. Jacobsen, Senior Analyst, Department of Computing Science
Date: Five Wednesdays, commencing September 18, 1968, 7:00 - 9:00 p.m.
Fee: $15.00

COMMERCIAL COMPUTER PROGRAMMING

A lecture and laboratory course concerning the fundamentals of programming electronic digital computers and of their application to the business community. Programs will be written in machine and symbolic languages and Fortran. Each student will program and process on the University machine several case-study assignments selected from typical commercial applications.

Although each student will learn the logic of programming, the basic objective of this course is not necessarily to learn programming, but mainly to gain an insight of how computers function and how computers may be used in commercial data processing. The emphasis will be on small computers. Problem areas such as systems analysis and design, systems implementation, and economic feasibility will be briefly explored. No special knowledge of mathematics or electronics is required, but considerable experience in the world of business is desirable.

Instructor: P. R. Wadsworth, Resident Analyst, Cybernetion Consultants Ltd.

Date: Twenty-two Wednesdays commencing October 23, 1968, 7:00-10:00 p.m.

Fee: $120.00 including course materials. (class limit 20)

INTRODUCTION TO OPERATIONS RESEARCH

Review of vector analysis and linear algebra, linear programming, network flows, topics in statistical division theory, inventory flow, simulation techniques. The material will be illustrated by examples from production processes, and product distribution.

Instructor: D. H. Bent, Associate Professor, Faculty of Business Administration and Commerce

Dates: Fifty sessions on Tuesdays and Thursdays, 4:00 - 5:30 p.m., commencing October 8, 1968

Fee: $150.00.

SEMINAR ON THE PRINCIPLES OF DESIGNING OPTIMAL INVENTORY AND PRODUCTION SYSTEMS

This seminar will discuss System Optimization techniques. Systems discussed will be such real life physical and man made systems as the multi-item and multi-stage inventory systems and distribution systems involving several warehouses and several items with variable demands and variable lead times. Optimization techniques will be concerned not only with the choosing of optimal values for the controllable variables within a given structure of the system, but will also be concerned with techniques to evaluate alternative structures with a view to the design of a better system. It is usually in the analysis of alternative structures of a system where larger improvements are possible. Searching for better designs involves studying various interactions and flows among the components of a system, determining different constraints and studying how real these constraints are, evaluating different designs and choosing the best.

The seminar will be of value to individuals concerned with production systems, inventory systems, in particular, involving several items and several warehouses and distribution systems.

Topics to be discussed include: Model Building, Flow Theory, Mathematical Programming Techniques, Simulation Techniques.
Instructor: D. H. Bent, Faculty of Business Administration and Commerce
Dates: September 5-6, 1968
Fee: $60.00.

SHORT COURSE IN SCHOOL ADMINISTRATION—*Banff*

Separate sessions for School Trustees and School Board Secretaries are programmed for this conference. The 1969 annual presentation is scheduled for Monday, Tuesday and Wednesday, June 2 to 4, 1969, at the Banff School of Fine Arts. Joint sessions of trustees and secretaries are held for special informational presentations by the Department of Education and for special speakers. A selection of the papers presented is published in a conference proceedings issued after the event.
Date: Monday, Tuesday, Wednesday, June 2, 3 and 4, 1969.
Fee: $10.00.

REFRESHER COURSE IN MUNICIPAL ADMINISTRATION—*Banff*

An annual conference course to be held at the Banff School of Fine Arts is scheduled for Thursday, Friday and Saturday, June 5 to 7, 1969. Topics of current interest to municipal administrators will be studied. Both elected and appointed municipal officials from rural and urban units are invited. A record of proceedings is published.
Dates: Thursday, Friday, Saturday, June 5, 6 and 7, 1969
Fee: $10.00.

Professional

EDUCATION

CONTINUING PROFESSIONAL EDUCATION FOR TEACHERS

In conjunction with the Faculty of Education, the Department of Extension offers courses each Summer designed to provide an opportunity for ambitious teachers to become familiar with recent developments in their subject areas without the pressure of examinations and credits. During the summer of 1968 courses were offered in mathematics (senior and junior high school levels), social studies and elementary science.

These are residential courses, living accommodation being provided in the student residences of the University. Library privileges in the University are extended to students in these courses, and access is allowed, during the period of the course, to the recreation facilities of the University.

These courses take place in July, and in 1968 the period was between July 2nd and July 12.

PREPARATION OF INSTRUCTIONAL MATERIALS

A course in the fundamentals of producing instructional materials to fit local needs. Work will include: mounting, layout, laminating, coloring and lettering. Basic photographic techniques and several methods of making overhead transparencies will be included.

Instructors: A. C. L. Zelmer, Gordon Wormsbecker
Date: Ten Saturday mornings commencing January 11, 1969, 9:30 a.m. - 12:15 p.m.
Fee: $32.00 (including text and basic materials.)

AUDIO-VISUAL COMMUNICATION WORKSHOP

An examination of the communication process, the characteristics of audio-visual media and effective utilization techniques in instructional programs, particularly informal programs of voluntary organizations and service groups. The workshop will involve the participants in the selection and use of materials, practice with equipment, and simple techniques for preparing visual materials.

Instructors: A. C. L. Zelmer, W. G. L. Twigge
Date: Eight sessions. Course commences on November 5, 1968 and will meet on each Tuesday and Wednesday evening during the month. 7:30 - 10:00 p.m.
Also—Eight Saturday mornings commencing March 15, 1969 9:30 a.m. - 12:15 p.m.
Fee: $25.00

PHOTO AND PHOTOMECHANICAL PROCESSES

This course will include lectures on the theory of light, image formation, image perpetuation and theory of photomechanical processes. Laboratory

sessions will deal with light and optics, photosensitive systems using silver halides, photosensitive systems without silver halides, colour sensitivity and colour reproduction, photomechanical processes and screen processes.
Instructor: H. F. Dietrich, Technical Services.
Date: Twelve Tuesdays, commencing September 24, 1968, 7:30-9:30 p.m.
Fee: $60.00.

FOOD SERVICE LAYOUT AND DESIGN

This is one of a series of seminars for food service managers arranged by the Department of Extension and the School of Household Economics, The University of Alberta, in co-operation with the Alberta Registered Dietitians Association. Topics to be discussed include: preparation of prospectus; space planning; schematic design and labour saving concepts in the design of service and production areas; dining room planning.
Instructor: C. Y. Gee, Associate Dean and Professor, School of Travel Industry Management, University of Hawaii.
Date: October 28-30, 1968.
Fee: $60.00.

LAW

CONTINUING LEGAL EDUCATION

The continuing legal education program in Alberta is guided by an advisory committee consisting of representatives of the Law Society of Alberta, the Division of Continuing Education at the University of Calgary, the Faculty of Law and the Department of Extension at The University of Alberta. The Department of Extension has been active as an initiator and developer of projects ever since the inception of the continuing legal education program.

The program for the 1968-1969 academic year includes:

Fall 1968 — a seminar on Law Office Procedures
an evening lecture series on the New Rules of Court
Winter 1969 — a seminar on Insurance Law
an evening lecture series on Small Business Law
Spring 1969 — a three-to five-day residential refresher course on subjects including bankruptcy and estate planning.

In addition to the above seminars in Edmonton, videotape seminars are planned for some of the smaller centres in Alberta. The exact timing and location of these seminars will depend on the wishes of local Bar associations. Videotape seminar topics include: Criminal Trial Procedures, Private Company Law, and the New Law of Divorce. As soon as detailed arrangements for continuing legal education programs are completed, announcements are mailed out to members of the Law Society of Alberta.

COMMON LAW

The following topics will be covered: Torts (with special reference to Negligence), contracts and the sale of goods, the agency relationship and vicarious responsibility, real estate, registered conveyancing and interests in land, mortgages, limitation of actions and title to land, trusts, fiduciary relationships and the following of trust funds, wills.

Instructor: J. S. Williams, Assistant Profeessor, Faculty of Law.
Date: Twelve Mondays, commencing October 7, 1968, 7:00-9:00 p.m.
Fee: $40.00.

OIL AND GAS LAW

A study of the nature of interests in oil and gas; the acquisition and disposition of interests in oil and gas; the rights and duties of parties under the typical oil and gas lease; pooling and unitization of oil and gas interests.
Instructor: M. J. Sychuk, Assistant Professor, Faculty of Law.
Date: Twelve Mondays, commencing October 7, 1968, 7:30 - 8:30 p.m.
Fee: $50.00.

GOVERNMENT REGULATION OF OIL AND GAS

This course will deal with the acquisition of petroleum interests from the crown; the terms of operating and developing agreements; conservation legislation and practices, including unitization and pro-rationing; the regulation of the Natural Gas Industry; the pipe-lining and marketing of petroleum products.
Instructor: M. J. Sychuk, Assistant Professor, Faculty of Law.
Date: Ten sessions, commencing January, 1969, 7:30 - 9:30 p.m.
Fee: $50.00.

ENGINEERING

FUNDAMENTALS OF COMPUTER PROGRAMMING FOR ENGINEERS

A basic course dealing with computer programming using logic flow diagramming and the Fortran language. Intended primarily for those with an engineering background. In addition to presenting the details of the language, several examples of engineering problems will be studied. Each student will program and process problems in the field of Engineering using the University System 360 computer. An introduction to the Operating System Language will also be presented.
Instructor: Dr. J. Warwaruk, Associate Professor, Department of Civil Engineering
Date: Twelve Mondays, commencing September 23, 1968, 7:00 - 9:30 p.m.
Fee: $60.00.

CONTRACT LAW FOR ENGINEERS

This seminar has been designed especially for Professional Engineers who are concerned with the negotiating, drawing and administration of contracts. It should be of interest to engineers performing professional duties as employees of contracting parties or as independent consultants.

The problems and cases dealt with will cover the following subject areas: tenders, standard forms of contracts, performance bonds, mechanics' liens, penalties and bonuses, time for performance, alteration of terms of contracts.

Also covered will be relationships which exist between engineers and other professional people who are parties to contracts. This will deal with the responsibilities of such people as consulting engineers, and engineers employed by contractors, owners and suppliers.

Dr. J. Fondahl, Stanford University, conducts one of the Department's seminars for professional engineers.

Instructors: D. T. Anderson and J. W. Samuels, Faculty of Law;
W. G. Geddes of Brownlee, Brownlee, Fryett, Geddes and Walter.
Date: November 1-2, 1968
Fee: $35.00.

STRUCTURAL STEEL DESIGN

This course presents the design of steel members and frames as a logical extension of the understanding of their behavior; to discuss the techniques available for predicting this behavior; to develop the appropriate design approximations (specification provisions); and to illustrate the design procedures with examples.

Throughout the course reference will be made to C.S.A. Standard S16-1965-Steel Structures for Buildings, and the illustrative examples will be based on this specification. Where two design criteria may be used (allowable stress or plastic strength) both techniques will be presented.

Instructor: P. F. Adams, Associate Professor, Department of Civil Engineering
Date: Ten Tuesdays, commencing October 8, 1968, 7:30 - 9:30 p.m.
Fee: $40.00.

A FIRST COURSE IN MATHEMATICS FOR ENGINEERS

Intended as a refresher in basic undergraduate level mathematics for engineers. Material covered will include: basic algebra (including matrix algebra), calculus, complex numbers, power series, introduction to ordinary differential equations. An introduction will be given to the use of analogue computers. Applications of several branches of engineering will be discussed briefly.

Instructor: Water Nader, Associate Professor, Department of Chemical and Petroleum Engineering
Date: Ten Thursdays, commencing October 10, 1968, 7:30 - 9:30 p.m.
Fee: $40.00.

A SECOND COURSE IN MATHEMATICS FOR ENGINEERS

This course will guide the engineer into the more advanced topics of undergraduate level mathematics, in particular: ordinary differential equations, partial differential equations, transform techniques (Laplace, Fourier, . . .). An introduction will be given to the use of digital computers. Applications preferentially from the field of control engineering will be discussed briefly. This course is intended as a sequel for those who attended the First Course, and for those familiar with the topics of the First Course.
Instructor: Walter Nader, Associate Professor, Department of Chemical and Petroleum Engineering
Date: Ten Tuesdays, commencing October 8, 1968, 7:30 - 9:30 p.m.
Fee: $40.00.

SEMINAR ON LABOUR RELATIONS FOR ENGINEERS

This seminar is designed for engineers who have responsibility for dealing with employees who are members of trade unions. The detailed content of the seminar is now being planned and separate brochures describing it will be available early in September. The seminar will be conducted by Dr. C. B. Williams, the Faculty of Business Administration and Commerce. He will be assisted by other members of the faculty.
Instructor: Dr. C. B. Williams, Faculty of Business Administration and Commerce
Date: October 28-29, 1968, 9:00 a.m.-5:00 p.m.
Fee: $40.00.

SOLID STATE CIRCUIT DESIGN

Covering solid state device principles, biasing techniques, amplifier design. Introducton to switching circuits, characteristics and use of linear and digital integrated circuits. Regulated power supplies.
Instructor: E. M. Edwards, Department of Electrical Engineering.
Date: Fifteen Wednesdays, commencing October 16, 1968, 7:30-9:30 p.m.
Fee: $50.00.

ELEMENTS OF GEODESY

This course has been especially prepared for members of the Alberta Land Surveyors' Association and others who have major responsibilities in surveying. It is a refresher and up-dating course designed for practitioners who are familiar with basic theory and practice. In particular, it is expected that students should be well prepared in trigonometry and algebra.
Instructors: H. Klinkenberg and D. McLellan, Geodetic Survey of Canada.
Date: October 21-26, 1968, 9:00 a.m. - 5 p.m.
Fee: $50.00 including materials.

INTRODUCTION TO CONTROL SYSTEMS THEORY

This course includes: description of the system (state and state equations), linear analysis, controlability and observability, analysis of linear systems (stability criteria), synthesis of linear systems, nonlinear systems, and introduction to optimal control.

Instructor: V. Gourishankar, Y. J. Kingma, Department of Electrical Engineering.

Date: Twelve Thursdays, commencing October 3, 1968, 7:30-9:30 p.m.

Fee: $50.00.

STATISTICS FOR ENGINEERS

This course is designed for practising engineers in all branches to give them a working knowledge of basic statistical principles. Topics include frequency distributions, probability theory, significance tests and regression analysis. Each topic is illustrated with engineering applications such as quality control, acceptance tests and others. No previous formal course in statistics is required.

Instructor: S. H. Simmonds, Associate Professor, Department of Civil Engineering.

Date: Ten Wednesdays, commencing October 2, 1968, 7:30-9:30 p.m.

Fee: $40.00.

CRITICAL PATH METHODS—*Edmonton*

The aim of this course is to present the fundamentals of the Critical Path Method of project planning in a concise and logical manner. It will be of interest to the medium-sized owner-operator, estimator, engineer, superintendent, expediter, planner, scheduler, project manager and other associated persons.

Instructor: G. H. Syms, Assistant Professor, Department of Computing Science.

Date: Ten sessions commencing October 8, 1968, 7:30-9:30 p.m.

Fee: $40.00.

CRITICAL PATH METHODS—*Banff*

Critical Path and other allied methods, such as PERT, provide a rigorous and formal approach to a discipline of project management. It is successfully employed in such diverse fields as construction, industrial maintenance, plant modernization and motion picture production.

The aim of this course is to present the fundamentals of the Critical Path Method of project planning in a concise and logical manner.

It is assumed that those who apply will be concerned with some aspects of estimating, planning, scheduling, inspecting or controlling of projects. The course is aimed specifically at medium-sized owner-operators, estimators, engineers, superintendents, expediters, planners, schedulers, project managers, and other associated persons.

Instructor: John W. Fondahl, Professor of Civil Engineering, School of Engineering, Stanford University.

Date: Spring, 1969.

Fee: $40.00.

SHORT COURSE IN AIRPHOTO INTERPRETATION

The object of this course is to outline the basic principles, techniques and applications of airphoto interpretation for engineers. It will be of interest to highway location and materials engineers, civil engineers working in the oil and pipeline industries, geologists working in groundwater and surficial-geologic mapping fields, engineers working on hydro power and river basin investigations, soil mechanics and foundation engineers in general.

The course will include formal lectures, practical demonstrations and laboratory sessions.

Instructor: J. D. Mollard, President, J. D. Mollard and Associates Limited, Regina.
Date: January 20-24, 1969, 9:00 a.m. - 4:30 p.m.
Fee: $100.00.

GEOLOGY

NATIONAL CONFERENCE ON EARTH SCIENCE—*Banff*

The topic of the 1969 National Conference on Earth Science is diagenesis and geochemistry of carbonate rocks. This is the seventh annual conference in a series offered in conjunction with the Alberta Society of Petroleum Geologists designed to keep practising geologists up to date with new advances in their field. Past conferences have dealt with carbonate rocks, sandstone, marine and shallow-water sedimentation, and the genesis and accumulation of petroleum.

Date: May 4-9, 1969, 9:00 a.m.-5:00 p.m.
Fee: $110.00 including materials.

INTRODUCTION TO SEDIMENTATION AND STRATIGRAPHY

Topics to be covered with include: sediments and sedimentary rock; processes of sedimentation; sedimentary environment and facies; rock units, biologic units, time-rock units, time units; correlation; tectonics and stratigraphy.

Instructor: G. D. Williams, Associate Professor, Department of Geology.
Date: Twelve Mondays, commencing October 21, 1968, 7:30-9:30 p.m.
Fee: $50.00.

PROSPECTING I

This course, in conjunction with Prospecting II, is designed to provide practical training for prospectors and information for those people who have an indirect interest in finding and developing mineral properties. This is a lecture-laboratory course in geology and rock and mineral identification. Topics to be discussed include: introduction to geology, outline of mineralogy, igneous rocks, sedimentary rocks, metamorphic rocks, rock structures, ore deposits, prospecting areas in Western Canada.

Instructor: Dr. J. D. Godfrey, Research Council of Alberta
Dates: Ten sessions, Mondays and Wednesdays, 7:30 - 9:30 p.m., commencing November 4, 1968
Fee: $40.00.

PROSPECTING II

This course, in conjunction with Prospecting I, is designed to provide practical training for prospectors and information for those people who have an indirect interest in finding and developing mineral properties. This is a lecture course dealing with prospecting procedures. Topics to be discussed include: chemical assays, aerial photographs, maps, preliminary development of prospects, sampling, placer mining, mining economics, regulations and staking, marketing and finance.

Instructor: T. H. Patching, Department of Mining and Metallurgy

Dates: Ten sessions, Mondays and Wednesdays, 7:30-9:30 p.m., commencing February 3, 1969.

Fee: $40.00.

SHORT COURSE IN PROSPECTING—*Yellowknife*

This is a practical lecture-laboratory course designed to provide information for people with a direct or indirect interest in finding and developing mineral properties. Topics to be discussed include: mineralogy; igneous rocks; sedimentary rocks; ore deposits; prospecting areas in Western Canada; scientific aids for the prospector; aerial photographs; preliminary development of prospects and sampling; placer mining and economics; regulations, staking and marketing.

Instructors: Dr. J. D. Godfrey, Research Council of Alberta; T. H. Patching, Department of Mining and Metallurgy

Dates: Four weekends commencing October 4, 1968.

Fee: $45.00.

AGRICULTURE

AGRICULTURAL EXTENSION SERVICE

The extension program of the University in agriculture offers a link between the Faculty of Agriculture and the people of agribusiness as well as the man on the land. By means of various instructional programs, the Department of Extension brings to the agricultural population up-to-date information on the many facets of a dynamic and ever-increasing agricultural scene.

A variety of short courses and seminars in the technological aspects of agriculture are offered periodically during the year. Subjects include farm finance conferences, fundamentals of soils, fundamentals of animal nutrition, home gardening, refresher courses for professional agrologists, feed industry conferences, the use of mass media in agriculture and others. Correspondence study programs in Fundamentals of Farm Bookkeeping, Pesticides Home Study Course and Advanced Farm Accounting are available on request. New correspondence courses and evening courses are expected to be instituted during 1968-69.

AGRICULTURAL BULLETINS AND INFORMATION SERVICE

For over forty years the research work and studies undertaken by the Faculty of Agriculture have been made available to the public in the form of agricultural bulletins. These deal with many technical phases of livestock production, soils, horticulture, dairying, the crops and the many managerial functions required of today's farmer. Others deal with the social implications of a rapidly changing agriculture. Soil surveys of Alberta's agricultural areas are in continuous process and soil maps, together with information on the qualities, potentialities and utilization of soils are available on request.

Distribution of these bulletins and pamphlets is made through district agriculturists located at fifty centres and through other interested organizations. Individual copies of any publication are available through the University Extension Office which will be pleased to supply a complete list of publications available. A list of agricultural films is also available upon request.

In addition to reference material prepared in Alberta, texts, bulletins, circulars, and publications on a wide variety of agriculture subjects from many other sources are gathered, catalogued and made available for perusal by those interested.

FUNDAMENTALS OF FARM BOOKKEEPING

The purpose of this Home Study Course is to acquaint the beginning farm bookkeeper with some of the main principles in Farm Accounting. The course is divided into five lessons which are completed by the student and mailed to the Department of Extension for comment and correction. The object of this home study course is to make beginning farm bookkeepers more familiar with the standard of account books and accounting procedures which are used in the farming business.

The course can be started any time of the year, but should be completed within a year of registration. The fee is $15.00.

PESTICIDES HOME STUDY COURSE

This course has been designed in co-operation with the Alberta Department of Agriculture, the Provincial Department of Health, the Faculty of Agriculture and the Federal Research Stations, for the commercial spray operator, agricultural fieldmen, extension and regulatory personnel and interested farm operators. It consists of eight lessons, which can be sent to the Department of Extension for correction as the questions are completed.

The course deals with the various aspects of herbicides, insecticides, and fungicides such as history, principles involved, effects on man and animals, legal aspects, and application principles and methods. This is considered a prerequisite course for anyone applying for a commercial applicator's license.

This Home Study Course, or its equivalent, is also a prerequisite for admission to the Pesticides Applicators' Course, including laboratory workshops, held at the Alberta Agricultural and Vocational College, Olds, Alberta. The home study course can be commenced at any time but should be completed within the year.
Fee: $20.00.

WESTERN CANADIAN FARM LEADERS' CONFERENCE

The purpose of the 11th annual conference is to provide a forum to senior leaders of Western Canadian Agriculture and Farm organizations in which they might discuss major problems facing agriculture. Recognizing that a farm organization leader must constantly review the impact of changing circumstances and develop new methods to meet new situations, this conference proposes to consider the economic problems of agricultural adjustment and to examine the social and political aspects of economic change.

Membership in this conference is by invitation of the advisory committee to the conference. Registration will be limited to 30 senior leaders of Western Canadian farm organizations.
Date: Tentatively the third week in March, 1969
Fee: $75.00 plus board and room at the Banff School of Fine Arts

CATTLEMEN'S COURSE

The 5th annual Cattlemen's Course is sponsored in co-operation with the Western Stock Growers' Association to provide authentic and up-to-date information on new developments in the beef industry to specialized stock producers, livestock extension workers and other professional agrologists.

A roster of eminent lecturers and discussion leaders from Western Canada, Ontario and the United States will cover topics ranging from the selection of breeding stock and veterinary and nutritional problems to the economics of ranch and feedlot management. The course will focus on the general topic of beef carcass marketing with emphasis on quality and grading.

Dates: November 25-29, 1968, at the Banff School of Fine Arts

FEED INDUSTRY CONFERENCE

The general theme of the 8th Annual Feed Industry Conference will be Swine Production. The conference is sponsored jointly by the Alberta Division of the Canadian Feed Manufacturers' Association, the Veterinary Services Branch, Alberta Department of Agriculture, the Faculty of Agriculture and the Department of Extension, The University of Alberta.

Topics to be covered include micro-nutrients, hog diets, feeding methods, disease control, future trends and the economics of hog production as well as feed plant inspections and regulations. The topics will be dealt with in depth by prominent lecturers and discussion leaders from Alberta, Saskatchewan and Illinois. The conference is open to Feed Manufacturers' personnel, veterinarians, agricultural extension, research and regulatory personnel.

Dates: October 31 - November 1, 1968, at the Chateau Lacombe in Edmonton, Alberta

HORTICULTURAL WEEK

The 4th Alberta Horticultural Week is sponsored jointly with the Alberta Horticultural Association, the Alberta Florists' Association and the Alberta Department of Agriculture. This week consists of five courses, some running simultaneously, for floral designers, greenhouse operators, nurserymen, those who wish to become certified in judging of horticultural shows and homemakers interested in flower arranging.

A special course is also available for those who wish to qualify for the Canadian Diploma in Horticulture. Staff for the Week is drawn from within and outside of the Province in order to provide the latest material in their respective fields.

Dates: August 5-10, 1968, at the Olds Agricultural and Vocational College, Olds, Alberta

REFRESHER COURSES FOR PROFESSIONAL AGROLOGISTS

In co-operation with the Alberta Institute of Agrologists, the Department of Extension is developing a number of evening courses for the continuing professional education of agrologists. These courses are designed to provide an opportunity for ambitious agrologists to become familiar with recent developments in a variety of pertinent subjects. Course topics will include, depending on demand, such areas as nutrition, soil chemistry, production economics, farm and business management, marketing, and rural sociology.

These courses will be offered at The University of Alberta, Edmonton, and may also be available at other centres in the Province. Details will be announced shortly but it is hoped that the courses will commence in January, 1969.

HOME GARDENING COURSE

This course consists of weekly one and one-half hour lectures for ten weeks on the subject of soils, fertilizers, vegetables, flowers and shrub varieties. The principles of landscaping and disease prevention are also discussed. The lectures will be illustrated with slides and other visual material. The lecturers will be drawn from the Faculty of Agriculture and the Alberta Department of Agriculture. The course will commence in January, 1969, and will be held on the campus of The University of Alberta.
Fee: $15.00 per person or $20.00 for a man and wife

A STUDY OF ALBERTA SOILS

This course is designed, in co-operation with the Department of Soils, primarily for assessors, real estate personnel and science teachers as well as anyone who has an interest in this field. The evening course will consist of ten 1½ hour weekly lectures, dealing with the origin of Alberta soils, the various soil profiles and their location, as well as soil sampling and texturing. The course will be taught with a considerable amount of visual material and actual laboratory practice. The course will commence in January, 1969.

AERIAL PHOTOS FOR LAND CLASSIFICATION

Aerial photos have been used for several years in connection with surveys and map making. Continuing studies of such photos has made it apparent that they hold considerable potential for determining and compiling data regarding land classification.

In preparation for this course a series of aerial photographs have been taken covering several different areas in Alberta. These will be studied during the course to enable the student to interpret cultural features, land form, vegetative types, and land classification for wild life, forestry and agriculture.

This course consists of twelve weekly evening sessions beginning the last week in September, 1968, on the University campus.
Instructors: Dr. D. Pluth, T. W. Peters, J. Westgate

CONSULTATION AND COMMUNICATION

Members of staff of the Department of Extension are frequently engaged in work with other organizations, and in other community groups. They act as consultants in other programs, and co-ordinators of programs sponsored jointly with other groups. In 1968/69 members of the Department will be engaged in the following ways:

PROGRAM OF CITIZENSHIP EDUCATION FOR INDIAN AND METIS PEOPLE

Financed by a grant from the Alberta Government, this began in 1967/68. After a period of consultation with representatives of Indian and Metis organizations and with individual members of Indian and Metis communities, a program of seminars and workshops in aspects of citizenship, citizen participation, and the legal rights of citizens, is taking place through the year. During the course of the program consultation is continued with Indian and Metis groups, and with other government departments, such as the Community Development Branch.

One particular part of this program is the making of a film about community problems by an Indian and Metis group at Ft. McMurray, under the supervision of a member of the Department's staff.

HIGH SCHOOL ENRICHMENT PROGRAMS

In previous years the Department of Extension has administered a program for high school students at The University of Alberta, NAIT, and the Alberta Research Council. Groups of high school students from the the Edmonton region attend series of lecture/discussions and workshops in February and March of each year, to acquaint themselves with the work of various departments of these three institutions. In 1968/69, the Department will act as the channel of communication between the School Boards on the one hand, and the faculties and departments of the University, NAIT and the Research Council on the other. Details of the program and their administration will be handled direct between the other institutions.

OTHER PROGRAMS

Some of the organizations and groups with which members of the Department are involved as consultants and co-ordinators of programs are:

National Council of Jewish Women, Edmonton section
Home and School Association
Community Upgrading and Rehabilitation (Edmonton) Society
Community groups in Hinton, Wetaskiwin, Czar (and others)
Government of Alberta Departments of Public Welfare and Youth
Department of Social Welfare, City of Edmonton
Alberta New Start
Edmonton Social Planning Council
Alberta School Trustees
Agricultural and Vocational Colleges of the Alberta Department of Agriculture
Appraisal Institute of Canada

DEPARTMENT OF EXTENSION

THE UNIVERSITY OF ALBERTA

INSTRUCTIONAL STAFF

ACADEMIC YEAR 1967-68

ABBOTT, H. L., Ph.D., Assistant Professor Mathematics
ADAMS, P. F., Ph.D., Associate Professor, Civil Engineering
ADAMS, W. S., M.Sc., Associate Professor, Computing Science
ANDERSON, D. T., B.C.L., Associate Professor, Faculty of Law
ANDERSON, T. R., Th.D., Professor, St. Stephen's College
ANDREW, W. T., Ph.D., Associate Professor, Plant Science
AOKI, T. M.Ed., Associate Professor, Secondary Education
APEDAILE, L. P. B.Sc., Assistant Professor, Agricultural Economics
ARZAPALO, R., M.A., Sessional Lecturer, Romance Languages
ATKINSON, T. P., B.Sc., B.Ed., Associate Professor, Elementary Education
AUSTIN, P., Ph.D., Professor Faculty of Physical Education
BAIER, B., M.A., Germanic Languages
BAILEY, A. W., Ph.D., Assistant Professor, Plant Science
BAIRD, R. E., Ph.D., Associate Professor, Political Science
BALL, S. J., M.A., Assistant Professor, Sociology
BALLAH, A., M.A., Assistant Professor, Romance Languages
BARCLAY, H. B., Ph.D., Associate Professor, Anthropology
BAREAU, M., Les.L. Dipld., Et Sup., Paris, Assistant Professor, Romance Languages
BARNS, Mrs. E., B.Sc., Household Economics
BARRINGTON, J., F.S.D., Professor, Political Science
BARTELL, M., M.B.A., Assistant Professor Faculty of Business Administration and Commerce
BAUER, M. F., M.A., Associate Professor, Economics
BERG, E. R., Ph.D., Associate Professor, Agricultural Economics
BERG, R. T., Ph.D., Professor, Animal Science
BERRY, G. L., Ed.D., Professor, Secondary Education
BERST, C. A., Ph.D., Assistant Professor, English
BISHOP, J. K., M.A., Associate Professor, Educational Psychology
BLECK, F., Ph.D., Research Associate, Psychology
BLODGETT, E., M.A., Assistant Professor, English
BOORMAN, Miss J., Faculty of Physical Education
BOWKER, W. F., LL.M., Professor and Dean, Faculty of Law
BOWLAND, J. P., Ph.D., Professor, Animal Science
BOUTHILLIER, P. H., S.M., Professor, Civil Engineering
BRADFORD, S. A., Ph.D., Associate Professor, Mining & Metallurgy
BRANT, C. S., Ph.D., Professor, Department of Anthropology
BRODIE, H. J., Ph.D., Professor, Botany
BRYAN, A. L., Ph.D., Associate Professor, Anthropology
CAMERON, D. R., Ed.D., Associate Professor, Educational Psychology
CAMPBELL, I. A., Ph.D., Assistant Professor, Geography
CARLTON, T. R., M.A., Assistant Professor, Slavonic Languages
CAVELL, R. G., Ph.D., Associate Professor, Chemistry
COHEN, M., Ph.D., Associate Professor, Philosophy
CONGER, P. R., M.A., Assistant Professor, Faculty of Physical Education
CRIGHTON, A., D.M.A., Associate Professor, Music
DAVY, G., Ph.D., Professor, Political Science
DELEHANTY, J. J., B.S., Associate Professor, Economics
DENHAM, R. A., M.B.A., Assistant Professor, Faculty of Business Administration and Commerce
DOWN, Edith, Ph.D., Assistant Professor, Secondary Education and Household Economics
DUNFORD, H. B., Ph.D., Professor, Chemistry
DUNN, J., M.B.A., Faculty of Business Administration and Commerce
EDWARDS, E. M., M.Sc., Assistant Professor, Electrical Engineering
EGERT, Eugene, Ph.D., Assistant Professor, Germanic Languages
EMPEY, E. L., Ph.D., Professor and Director, Household Economics
ENGELMANN, F., Ph.D., Professor, Political Science

FABIJANCIC, Mrs. U., M.A., Sessional Lecturer, Romance Languages
FAULKES, M., Dip. Ed., Assistant Professor, Drama
FISHER, A., Ph.D., Assistant Professor, Chemical and Petroleum Engineering
FISHER, D. G., Ph.D., Associate Professor, Chemical and Petroleum Engineering
FORBES, J. A., M.Ed., M.A., Associate Professor, Art
FORCADAS, A. M., Ph.D., Assistant Professor, Romance Languages
FORD, H. W., B.E., B.Com., Assistant Professor, Faculty of Business Administration and Commerce
FOSTVEDT, T., M.Sc., Associate Professor, Mathematics
GLASSFORD, R. G., M.A., Assistant Professor, Faculty of Physical Education
GOODALE, D., M.B.A., Associate Professor, Faculty of Business Administration and Commerce
GREEN L. C., LL.B., Professor, Political Science
GREENHILL, S., M.D., Professor and Head, Social and Preventive Medicine
GRIEVE, C. M., Ph.D., Assistant Professor, Animal Science
GRIFFIN, E. G., Ph.D., Associate Professor, English
HANSON, E. J., Ph.D., Professor, Economics
HARRIES, H. W., Ph.D., Dean, Faculty of Business Administration and Commerce
HARRIS, Mrs. D., B.A., Assistant Professor, Faculty of Physical Education
HAWKINS, M., M.Sc., Assistant Professor, Agricultural Economics
HAYWARD, J. S., Ph.D., Assistant Professor, Zoology
HLYNKA, J. N., Ph.D., Assistant Professor, Pharmacy
HOBART, C., Ph.D., Professor, Sociology
HOSKINS, C. G., Ph.D., Assistant Professor, Faculty of Business Administration and Commerce
HUNKA, S. M., Ph.D., Professor and Director, Educational Research Service
HUSTON, M. J., Ph.D., Dean, Faculty of Pharmacy
HYNAM,.C., Ph.D., Associate Professor Sociology and Agricultural Economics
JACKSON, D. E., Ph.D., Associate Professor, Geology
JENSON, P., B.Sc., Economics
JOHNSON, D. B., M.A., Assistant Professor, Geography
JOHNSON, V., M.F.A., Assistant Professor, Art
JONES, F. D., LL.M., Associate Professor, Faculty of Law
JONES, Mrs. M., B.Ed., Assistant Professor, Household Economics
KAUFMAN, A., Ed.D., Associate Professor, Faculty of Education
KEEPING, E. S., M.B.A., Sessional Lecturer, Faculty of Business Administration and Commerce
KENNEDY, H. A., M.B.A., Assistant Professor, Faculty of Business Administration and Commerce
KENNESON, C., M.Mus., Assistant Professor, Music
KERR, Miss N., M.Sc., Assistant Professor, Household Economics
KIEREN, Mrs. D., M.Sc., Sessional Lecturer, Household Economics
KLAWE, J. J., M.A., Professor, Geography
KNIGHT, P., M.A., Lecturer, Romance Languages
KNILL, W. D., Ed.D., Professor, Faculty of Education
KNOWLES, R. H., M.Sc., Associate Professor, Plant Science
KRAEMER, I., M.Sc., M.B.A., Sessionel Lecturer, Faculty of Business Administration and Commerce
LAROCH, P., B.Phl., Sessional Lecturer, Romance Languages
LEE, C. A., M.B.A., Associate Professor, Faculty of Business Administration and Commerce
LEITCH, L. C., M.B.A., Professor, Faculty of Business Administration and Commerce
LEFRANCOIS, G., Ph.D., Assistant Professor, Educational Psychology
LEJANO, E., D.M.A., Assistant Professor, Music
LEONG, R., M.B.A., Sessional Lecturer, Faculty of Business Administration and Commerce
LERBEKMO, J. F., Ph.D., Associate Professor, Geology
LOCK, G. S. H., Ph.D., Associate Professor, Mechanical Engineering
LOVE, H. C., Ph.D., Professor, Agricultural Economics
MacKINNON, S., Ph.D., Assistant Professor, History
MADAY, W. W., B.Sc., Sessional Lecturer, Pharmacy
MARCKWORTH, L., M.A., Assistant Professor, Germanic Languages
McCAUGHEY, G. S., M.A., Associate Professor, English

McDONALD, M., Sessional Lecturer, Elementary Education
McMINN, W. B., B.A.Sc., Director, Administrative Data Processing
MEEKISON, J. P., Ph.D., Assistant Professor, Political Science
MOFSENSON, J., M.Mus., Music
MOON, J. W., Ph.D., Associate Professor, Mathematics
MOORE, J., B.A., Assistant Professor, Art
MOSKALYK, R. E., Ph.D., Associate Professor, Faculty of Pharmacy
MUIR, J. D., M.B.A., Assistant Professor, Faculty of Business Administration and Commerce
MULLOY, J. E., B.A., B.Com., Associate Professor, Extension
MUNRO, S. R., M.A., Assistant Professor, Foreign Student Advisor
MURRI, D., M.A., Assistant Professor, Agricultural Economics
NADER, W., D.Phil., Associate Professor, Chemical and Petroleum Engineering
NEAL, W. D., Ed.D., Professor and Associate Dean, Educational Administration
NELSON, T. M., Ph.D., Professor, Psychology
NICKS, J., B.A., Sessional Lecturer, History
NOUJAIM, A. A., Ph.D., Associate Professor, Faculty of Pharmacy
NOVAKSHONOFF, W. R., M.A., Assistant Professor, Slavonic Languages
O'BRYAN, Mrs. N., B.S., Lecturer, Household Economics
OWEN, F., Sessional Instructor, Ceramics, Extension
PATCHING, T. H., B.Sc., Professor, Mining and Metallurgy
PAWLUK, S., Ph.D., Associate Professor, Soil Science
PEARSON, W. W., Ph.D., Associate Professor, Industrial and Vocational Education
PEEL, B. B., M.A., Librarian to the University
PENDERGAST, Rev. R. A., Ph.D., Assistant Professor, Economics
PETRUK, M. W., B.Sc., Assistant Professor, Industrial and Vocational Education
PINNINGTON, E. H., Ph.D., Assistant Professor, Physics
PLUTH, D., Ph.D., Assistant Professor, Soil Science
PRESTON, T. A., M.A., Associate Professor, Agricultural Engineering
PURCELL, Miss G., B.Sc., Assistant Professor, Nursing
PURVIS, N. M., M.Ed., Associate Professor, Educational Administration
RAKOCZI, L., D.Eng., Sessional Lecturer, Civil Engineering
RENNER, Miss R., Ph.D., Associate Professor, Household Economics
ROBARTS, A. O., M.S., Assistant Professor, Faculty of Business Administration and Commerce
ROBBINS, S., Dip. Phys. Ed., Assistant Professor, Faculty of Physical Education
ROBBLEE, A. R., Ph.D., Professor, Animal Science
ROGERS, W. B., Ph.D., Associate Professor, Agricultural Economics
ROLLINS, B., B.Comm., Associate Professor, Faculty of Business Administration and Commerce
ROY, G., Ph.D., Assistant Professor, Physics
RULE, Mrs. B. G., Ph.D., Associate Professor, Psychology
SAMUEL, Mrs. H., M.A., Associate Professor, Household Economics
SARTORIS, P., Ph.D., Associate Professor, Educational Psychology
SCHNECK, R. E., D.B.A., Associate Professor, Faculty of Business Administration and Commerce
SCHULTZ, W. M., Ph.D., Associate Professor, Agricultural Economics
SCOTT, A., Ph.D., Associate Professor, Germanic Languages
SEIFRIED, N. R. M., M.A., Assistant Professor, Geography
SEGUIN, H., Ph.D., Associate Professor, Engineering
SHIHADEH, E. S., Ph.D., Associate Professor, Faculty of Business Administration and Commerce
SIMMONS, S. H., Ph.D., Associate Professor, Civil Engineering
SMITH, A., M.Mus., Associate Professor, Secondary Education
SMITH, P. J., Ph.D., Associate Professor, Geography
SMITH, W. A. S., Ph.D., Professor, Psychology
STARK, T., Ph.D., Assistant Professor, Economics
STEINBERG, C., Ph.D., Assistant Professor, Economics
STRANG, Miss J., M.Sc., Assistant Professor, Household Economics
STUART, Miss B., B.Sc., Sessional Lecturer, Household Economics
SYCHUK, M. J., M.C.L., Assistant Professor, Faculty of Law
TENNESSEN, H., Ph.D., Professor, Philosophy
THOMAS, L. G., Ph.D., Professor, History
THOMAS, L. H., Ph.D., Professor and Head, History

THOMPSON, A. R., J.S.D., Professor, Faculty of Law
TICHENOR, H. D., Ed.D., Associate Professor, Industrial and Vocational Education
TOOP, E. W., Ph.D., Assistant Professor, Horticulture
TRUMPENER, U., Ph.D., Associate Professor, History
VON HOHENBALKEN, B., Ph.D., Associate Professor, Economics
VON MAYDELL, Mrs. U. M., M.Sc., Assistant Professor, Computing Science
WARRACK, A., M.Sc., Associate Professor, Agricultural Economics
WARWARUK, J., Ph.D., Associate Professor, Civil Engineering
WEBSTER, A. J. F., Ph.D., Associate Professor, Animal Science
WESTGATE, J. A., Ph.D., Assistant Professor, Geology
WHITON, J., Ph.D., Assistant Professor, Germanic Languages
WICKENDEN, J. N., Ph.D., Assistant Professor, History
WILLIAMS, B. C., Ph.D., Associate Professor, Faculty of Business Administration and Commerce
WILLIAMS, G. D., Ph.D., Associate Professor ,Geology
WILLIAMS, J. S., B.C.H., Assistant Professor, Faculty of Law
WOODS, S. B., Ph.D., Professor, Assistant Chairman, Chemistry
YONGE, K. A., M.D., C.M., Professor and Head, Psychiatry
ZIEL, H. R., Ed.D., Head and Professor, Industrial and Vocational Education

SPECIAL VISITING INSTRUCTION STAFF

ACADEMIC YEAR 1967-68

ADAMS, H., Saskatoon, Saskatchewan, Indian and the Metis
AGRIOS, J. N., Edmonton, Alberta, Registered Industrial Accountants
AIMES, C. F., Boucherville, Quebec, Management Development Program
ALLEN, E., Edmonton, Alberta, Provincial Lecture Series
ALPS, G. E., Seattle, Washington, Printmaking and Sculpture
ARMSTRONG, W. M., Vancouver, British Columbia, Seminar on Continuing Education for Engineers
BANCROFT, H., Edmonton, Alberta, Choir Training
BARCLAY, F. W., Edmonton, Alberta, Continuing Legal Education
BARNLUND, Dr. D. C., Sausalito, California, Communication
BARRY, W. W., Edmonton, Alberta, Sculpture Welding
BASKETT, M., Calgary, Alberta, Small Group Leadership
BAXTER, A. P., Wetaskiwin, Alberta, Beginners French
BAYROCK, L. A., Edmonton, Alberta, High School Enrichment
BERG, D. H., Edmonton, Alberta, Sociology
BERG, T. E., Edmonton, Alberta, High School Enrichment
BERGLUND, R. C., Edmonton, Alberta, Registered Industrial Accountants
BLAIR, H., Edmonton, Alberta, Managing Investments
BOBEY, Mrs. G., Edmonton, Alberta, Supervision for Medical Technicians
BOCHKO, O., Saskatoon, Saskatchewan, Hospital Pharmacy Institute
BOND, S., Edmonton, Alberta, Local Government Studies
BONNICHSEN, R., Edmonton, Alberta, Archaeology
BORDU, J., Edmonton, Alberta, Front Page this Week
BOUCHER, A. J., Vancouver, British Columbia, Horticulture
BOWSFIELD, H., Winnipeg, Manitoba, History of the Canadian West
BRADSHAW, Mrs. M., Edmonton, Alberta, High School Enrichment
BRAID, P., Fort Saskatchewan, Alberta, Portrait Painting
BRENNAN, W. R., Calgary, Alberta, Continuing Legal Education
BRODA, P. R., Edmonton, Alberta, Continuing Legal Education
BROWN, G., Calgary, Alberta, School Short Course
BROWN, N., Wetaskiwin, Alberta, Social Studies
BROWN, Mrs R. A., Edmonton, Alberta, Human Relations Training
BROWNLEE, A. M., Edmonton, Alberta, Municipal Refresher Course
BOULOFF, A., Toronto, Ontario, Business and Professional
BUCKINGHAM, Miss G., Edmonton, Alberta, High School Enrichment
BUGENTAL, Dr. J. F. T., Los Angeles, California, Human Relations Training
CALLAWAY, F. J., Edmonton, Alberta, High School Enrichment
CAMERON, J. N., Calgary, Alberta, Public Administration
CARMICHAEL, R., Edmonton, Alberta, Drawing and Painting
CATES, W. F., Saskatoon, Saskatchewan, Cattlemens' Short Course

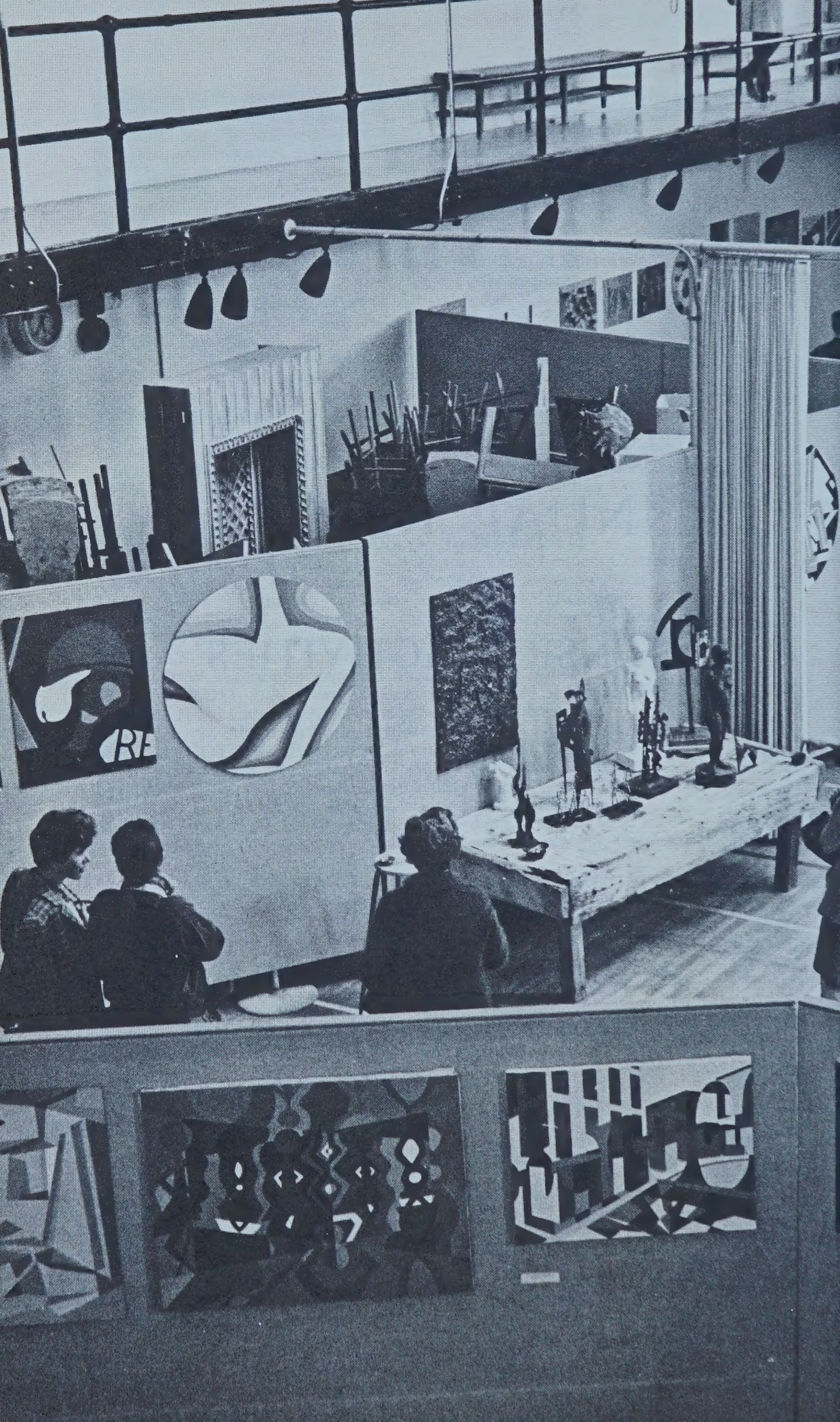
CAVANAGH, J. C., Edmonton, Alberta, Continuing Legal Education
CHAKRABARTTY, Dr. S. K., Edmonton, Alberta, High School Enrichment
CHALMERS, J. W., Edmonton, Alberta, History of the Canadian West
CHAPMAN, R., Lethbridge, Alberta, Public Administration
CHARLES, H., Edmonton, Alberta, Painting
CHESTER, Mrs. H., Lethbridge, Alberta, Local Government Studies
CHEUNG, Y., Lethbridge, Alberta, Managing Investments
CHITTICK, E., Edmonton, Alberta, Interviewing
CLANTON, Dr. D. C., North Platte, Nebraska, Cattlemens' Short Course
CLARK, D. L., Fort Saskatchewan, Alberta, Registered Industrial Accountants
CLIFFORD, H., Edmonton, Alberta, Child Care
COATS, R., Red Deer, Alberta, Managing Investments
COLLINS, R., St. Albert, Alberta, Registered Industrial Accountants
COLUMBO, U., Novara, Italy, Earth Science
CONNELLY, D., Edmonton, Alberta, Registered Industrial Accountants
CORNISH, P. A., Edmonton, Alberta, Managing Investments
COULSON, M., Calgary, Alberta, Business and Professional
COVEY, A. A., Edmonton, Alberta, Registered Industrial Accoutants
CREIGHTON, S. M., Edmonton, Alberta, Government Assessment
CRONKHITE, R. H., Edmonton, Alberta, Flexible Pavements
CURRY, H. H., Edmonton, Alberta, Business and Professional
DACYSZYN, J. M., Edmonton, Alberta, Flexible Pavements
DEA, J. B., Edmonton, Alberta, Petroleum Landmen
DICKEY, R., Edmonton, Alberta, Alcoholism
DIXON, Dr. G., Minneapolis, Minnestota, Policy Makers
DIETRICH, J., Edmonton, Alberta, Archaeology
DOUGLAS, J., Stanford, California, Construction Equipment
DUBREUIL, Miss L., Red Deer, Alberta, French Language
DUBY, J., Calgary, Alberta, Automatic Control in Industry
DYER, A., Edmonton, Alberta, Social Studies
ECCLES, Dr. W. J., Montreal, Quebec, History of the Canadian West
EDEY, J. H., Edmonton, Alberta, Registered Indstrial Accountants
ELWOOD, S., Edmonton, Alberta, Social Studies
ERRETT, S., (Rev.) Edmonton, Alberta, Hospital Supervision
EVANS, D. J. I., Fort Saskatchewan, Alberta, Government Assistance
FEHR, J. A., Saskatoon, Saskatchewan, Agriculture
FINLAND, G. H., Edmonton, Alberta, Prospecting
FISCHER, G., Edmonton, Alberta, Canada '68, Eastern Europe Today
FITCH, S., Edmonton, Alberta, Registered Industrial Accountants, Real Estate
FONDAHL, Dr. J., Stanford, California, Critical Path Methods
FOOTE, E. D., Edmonton, Alberta, Business and Professional
FORD, L. C., Boulder, Colorado, Human Relations
FORSTER, R., Edmonton, Alberta, Flexible Pavements
FRAME, D., Edmonton, Alberta, Banker and Society
FRASER, A. W., Edmonton, Alberta, Alcoholism
FRASER, F., Edmonton, Alberta, Chemical Comforts
FREEMAN, Mrs. E., Ponoka, Alberta, Mathematics
FRYER, J. F., Edmonton, Alberta, High School Enrichment
GEDDES, W. G., Edmonton, Alberta, Law for Engineers
GEORGE, Dr. Z. M., Edmonton, Alberta, High School Enrichment
GIBSON, K., Calgary, Alberta, Business and Professional
GLOVER, M. C., Edmonton, Alberta, Business and Professional
GLYDE, H. G., Port Washington, British Columbia, Drawing and Composition
GODFREY, Dr. J. D., Edmonton, Alberta, Prospecting, High School Enrichment
GRAHAM, W., Edmonton, Alberta, High School Enrichment
GRAVETT, C. W. B., Edmonton, Alberta, Personnel Function
GREGORY, J., Edmonton, Alberta, Government Assistance
HAIGH, Dr. G., Los Angeles, California, Human Relations
HALFERDAHL, L. B., Edmonton, Alberta, High School Enrichment
HALPIN, C. B., Edmonton, Alberta, Hospital Supervision
HAY, D., Lethbridge, Alberta, Management Development Program
HAZLETT, G. O., Edmonton, Alberta, Registered Industrial Accountants
HENKEL, W., Edmonton, Alberta, Continuing Legal Education
HENSON, P. H., Edmonton, Alberta, Landscape Painting
HEPBURN, D., Red Deer, Alberta, Child Growth

HEWITT, Mrs. A. E., Edmonton, Alberta, Status of Women, Law and the Modern Woman
HIRONAKA, Dr. R., Lethbridge, Alberta, Cattlemens' Short Course
HOBSON, G. P., South Kensington, London, Earth Science
HOCKETT, D. C., Edmonton, Alberta, Personnel Administration
HOPWOOD, J., Calgary, Alberta, Continuing Legal Education
HOWARD, Miss G., Edmonton, Alberta, Retarded Children
HRONEK, Miss M., Edmonton, Alberta, Retarded Children
HUGHES, G. G., Edmonton, Alberta, Business and Professional
HUGO, G. R., Calgary, Alberta, Petroleum Landmen
HULLEY, Mrs. R., Edmonton, Alberta, Drawing and Painting
HUNT, J. M., Woods Hole, Massachusetts, Earth Science
HUSBY, P., Edmonton, Alberta, Public Lecture Series
INNES, D. R., Edmonton, Alberta, Essentials of Good English
IRELAND, Mrs. M., Red Deer, Alberta, Drawing and Painting
JACOBSEN, F., Edmonton, Alberta, Computers
JAKIMCHUK, R., Edmonton, Alberta, Aerial Photos
JOHNSON, D., Missoula, Montana, History of the Canadian West
JOHNSON, G., Edmonton, Alberta, High School Enrichment
JOHNSON, R. H., (Rev.) Sherwood Park, Farm Young Peoples Week
JOHNSON, S. L., San Francisco, California, Advertising and Advertising Research
KANDLER, J. R. Edmonton, Alberta, Office Management and Control
KARIEL, H. G., Calgary, Alberta, Public Administration
KATHOL, B., Edmonton, Alberta, Flexible Pavements
KEISTER, D., Denver, Colorado, Control of Food Services
KEMBALL, P., Edmonton, Alberta, Drawing and Painting
KENDAL, W., Red Deer, Alberta, Drawing and Painting
KIDD, Dr. J. R., Toronto, Ontario, Consultation on Adult Education
KILBOURN, Mrs. W., Toronto, Ontario, Art Conference and Exhibition
KING, A., Sydney, Australia, Imaginative Use of Mixed Media (Painting)
LAMBERT, G., Edmonton, Alberta, Mathematics
LAMBERT, Madame J. E., Edmonton, Alberta, French
LATTA, K., Edmonton, Alberta, Business and Professional
LEA, Mrs. I. M., Scarborough, Ontario, Retarded Children
LEBLANC, R., Edmonton, Alberta, French
LEHMAN, F. E., Wetaskiwin, Alberta, German
LINDEN, R. F., Ottawa, Ontario, Business and Professional
LINDSAY, P., Edmonton, Alberta, Physical Fitness for Men
LISSACK, S., Lethbridge, Alberta, Hospital Pharmacy
LITTLE, W., Peterborough, Ontario, Business and Professional
LONG, J., Red Deer, Alberta, Recorder and Its Music, Music of the Opera
LOSIE, R. L., Edmonton, Alberta, Registered Industrial Accountants
LOVE, G. A., Oregon, United States, Seminar on Management Communication
LUOTO, V., Helsinki, Finland, Business and Professional
MacFADYEN, Mrs. J., Edmonton, Alberta, High School Enrichment
MacKINNON, Dr. A. R., British Columbia, Education
MAIANI, A., Edmonton, Alberta, Hospital Supervision
MAIN, S. G., Edmonton, Alberta, Continuing Legal Education
MAJOR, W. J., Calgary, Alberta, Continuing Legal Education
MALLINSON, Dr. T. J., Simon Fraser University, British Columbia, Human Relations
MARTENSON, W., Edmonton, Alberta, Real Estate
MATTHEWS, Dr. N. O., Medicine Hat, Alberta, Education
McAFEE, S. G., Edmonton, Alberta, Real Estate
McBURNEY, R. E., Ottawa, Ontario, Government Assistance
McCALLA, P. D., Edmonton, Alberta, Home Gardening
McCLUNG, J. W., Edmonton, Alberta, Continuing Legal Education
McCUE, W., Edmonton, Alberta, Design and Composition, Painting
McERLANE, Mrs. B., Edmonton, Alberta, High School Enrichment
McLEOD, N., Toronto, Ontario, Flexible Pavements
MELNYK, A., Edmonton, Alberta, Banking
MERAW, T., Edmonton, Alberta, Managing Investments
MESTON, A. F., Edmonton, Alberta, Registered Industrial Accountants
MICHELS, D. S., Minneapolis, Minnesota, Economics in Engineering Decision Making

MILNER, J. E., Edmonton, Alberta, Registered Industrial Accountants
MITCHELL, W. O., High River, Alberta, History of the Canadian West
MOE, Dr. E. O., Salt Lake City, Utah, Community Development
MOIR, A. F., Edmonton, Alberta, Managing Investments
MOIR, J. G., Edmonton, Alberta, Hospital Pharmacy
MOIR, O. W., Edmonton, Alberta, Managing Investments
MOORE, W. K., Calgary, Alberta, Business and Professional
MORROW, W. G., Yellowknife, Northwest Territories, Continuing Legal Education
MORTON, Dr. W. L., Peterborugh, Ontario, History of the Canadian West
MOWBREY, E. T., Edmonton, Alberta, Management Development Program
NADLER, Dr. G., Madison, Wisconsin, Work Design—IDEALS Concept
NAGGE, Dr. W. T., Calgary, Alberta, Cattlemens' Short Course
NEUMAN, R., Edmonton, Alberta, Commercial Law
NIKIFORUK, P. N., Saskatoon, Saskatchewan, Control in Industry
NODEN, K., Edmonton, Alberta, High School Enrichment
NUTTALL, D. E., Toronto, Ontario, Business and Professional
NYQUIST, R. S., Minnesota, United States, Seminar on Engineering Management
O'BRIEN, A. D., Edmonton, Alberta, Personnel Administration
O'BRIEN, Mrs. P., Edmonton, Alberta, Modern Poetry
O'DONOGHUE, W. B., Calgary, Alberta, Local Government Studies
ONDRACK, J. W., Edmonton, Alberta, Management Development Program
O'NEIL, R. R., Los Angeles, California, Engineering Seminar
ORR, J. L., Ottawa, Ontario, Business and Professional
OWEN, A., Winnipeg, Manitoba, Human Relations
PALLISTER, A. E., Calgary, Alberta, Petroleum Landmen
PALMER, Mrs. W., Canmore, Alberta, Drawing and Painting
PATERSON, J. E., (Rev.), Malton, Ontario, Human Relations
PATTERSON, M. H., Calgary, Alberta, Business and Professional
PELLTIER, L., Red Deer, Alberta, French Language
PETERS, T., Edmonton, Alberta, Soil Study, Aerial Photos
PETERSON, L. K., Edmonton, Alberta, Home Gardening
PHILBROOK, Dr. T., Ottawo, Ontario, Western Canadian Farm Leadership Conference
PHILLIPS, Dr. D., Ponoka, Alberta, Human Relations
POWELL, E., Edmonton, Alberta, Registered Industrial Accountants
QUILLIAM, C., Edmonton, Alberta, Management Development Program
RAINFORTH, J., Harrow, Ontario, Agriculture
RANKIN, A., Edmonton, Alberta, Registered Industrial Accountants
RAWSON, Mrs. F., Edmonton, Alberta, Textiles
RAY, D., St. Albert, Alberta, Social Studies
READ, J., Edmonton, Alberta, Supervision in the Hospital
REDMOND, J. E., Edmonton, Alberta, Business and Professional
RENNER, J., Edmonton, Alberta, Attitude and Opinion, Communication and Persuasion
RENNER, Mrs. V., Edmonton, Alberta, Psychology
ROBERTS, B., Edmonton, Alberta, Essentials of Good English
ROBINSON, P. J., Philadelphia, Pennsylvania, Management Development Program
ROMANKO, W., Edmonton, Alberta, Social Studies
RONDON, C., Edmonton, Alberta, Business and Professional
ROSENBROCK, H. H., Manchester, England, Control in Industry
ROTH, Mrs. M., Camrose, Alberta, Drawing and Painting
ROY, Dr. R. H., Victoria, British Columbia, History of the Canadian West
RUMBELOW, A. S., Edmonton, Alberta, Pre-School Child
RUNK, A., Edmonton, Alberta, Registered Industrial Accountants
RYAN, Mrs. C., Edmonton, Alberta, High School Enrichment
RYCHMAN, J., Edmonton, Alberta, Managing Investments
ST. JEAN de BRANSCOVILLE, Mrs. F., Edmonton, Alberta, Speech
SANDILANDS, M., Edmonton, Alberta, Communication
SCOTT, A., Calgary, Alberta, Managing Investments
SCOTT, G. E. O., Edmonton, Alberta, Flexible Pavements
SEATON, R., Edmonton, Alberta, Prospecting
SEETHARAM, B. G., Edmonton, Alberta, Registered Industrial Accountants
SHARP, I. P., Toronto, Ontario, Business and Professional
SHERBANIUK, D., Toronto, Ontario, Business and Professional

SHIELDS, B. P., Edmonton, Alberta, Flexible Pavements
SHORTREID, J. W. K., Edmonton, Alberta, Business and Profesional
SILCOX, Mrs. M., Edmonton, Alberta, Written Communication
SIMON, J., Edmonton, Alberta, Registered Industrial Accountants
SMITH, G. A., Sudbury, Ontario, History of the Canadian West
SPEERSTRA, W., Calgary, Alberta, Municipal Administration
STEER, G. H., Edmonton, Alberta, Business and Professional
STEWART, D. J., Toronto, Ontario, Hospital Pharmacy
STORM, G., Ways Mills, Quebec, Ceramics
STROHSCHEIN, P., Edmonton, Alberta, High School Enrichment
SUMMERS, A., Edmonton, Alberta, Home Management
SUMMERS, Dr. P. W., Edmonton, Alberta, High School Enrichment
SUMPTION, L. J., Lethbridge, Alberta, Cattlemens' Short Course
SUNOHARA, Mrs. V., Edmonton, Alberta, High School Enrichment
SYDIAHA, D., Saskatoon, Saskatchewan, Human Relations
SYMONDS, B. N., Edmonton, Alberta, Retlailing, Sales Management
TAFT, R. M., Edmonton ,Alberta, Registered Industrial Accountants
TAYLOR, D., Edmonton, Alberta, Rock and Mineral Identification
TINGE, J. J., San Francisco, California, Marketing and Marketing Research
THAIR, Dr. P., Saskatoon, Saskatchewan, Farm Leaders Conference
THOMPSON, P. H., Edmonton, Alberta, Registered Industrial Accountants
THOMSON, P., Worsley, Alberta, Rural Leadership, Indian Citizenship
THRALL, R., Lethbridge, Alberta, Marketing and Marketing Research
TRAUTWEIN, T. J., Edmonton, Alberta, Supervisory Techniques
TURNER, Mrs. P., Edmonton, Alberta, Pre-School Child
TWEETEN, Dr. L. G., Stillwater, Oklahoma, Farm Leaders Conference
TWIGGE, L., Edmonton, Alberta, Audio Visual Communication
UDELL, Mrs. S., Edmonton, Alberta, High School Enrichment
VAN SLOOTEN, H., Northridge, California, Management Communication
VANDEN BERG, A., Edmonton, Alberta, High School Enrichment
VOYER, S., Edmonton, Alberta, Use of Acrylic Paints, Landscape Painting
WACKO, W., Edmonton, Alberta, Indian and the Metis
WAINWRIGHT, J. A., Toronto, Ontario, Appraisal of Personnel
WAITE, J. H., Calgary, Alberta, Business and Professional
WALL, J., St. Albert, Alberta, Sculpture Casting
WESTMACOTT, M., Edmonton, Alberta, Canada '68
WHITBURN, Mrs. M., Calgary, Alberta, Horticulture Week
WHITEHOUSE, D., Edmonton, Alberta, Painting
WILCOX, D. R., Calgary, Alberta, Business and Professional
WILKIN, Mrs. K., Edmonton, Alberta, Looking at Art
WILLIAMS. C. M., Saskatoon, Saskatchewan, Canada '68, Cattlemen's Short Course
WINTER, G. R., Vancouver, British Columbia, Farm Leaders Conference
WISKEL, S. J., Edmonton, Alberta, High School Enrichment
WOODS. Dr. J. C., Edmonton, Alberta, High School Enrichment
WORMSBECKER, G. T., Edmonton, Alberta, Preparation of Instructional Materials
WRIGHT, W. G., Edmonton, Alberta, Labor Relations
YAKIMCHUK, R., Edmonton, Alberta, Aerial Photos
YULE, D. G. L., Calgary, Alberta, Human Relations
ZANDMER, Mrs. U., Calgary, Alberta, Drawing and Painting
ZIERHUT, N., Edmonton, Alberta, Archaeology

ANNUAL REPORT
OF
EXTENSION ACTIVITIES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Annual Report

EXTENSION ACTIVITIES OF THE UNIVERSITY OF ALBERTA FOR THE YEAR ENDING MARCH 31st, 1968

Dr. Walter H. Johns,
President,
The University of Alberta.

Dear Mr. President:

I have pleasure in presenting the fifty-sixth annual report on the extension activities of The University of Alberta for the year ending March 31st, 1968.

The *raison d'être* for the existence of a University department charged with the responsibility for extension activities is its capacity to meet the continuing education needs of adults and help to maintain the University's link with the community.

For over half a century this University has supported the view of its founding President, Henry Marshall Tory, that it had a contribution to make to society at large, not only through the lives of its graduate and undergraduate students, but to any citizen of the Province who could profit by the expertise of the members of its staff. It has been noted in earlier reports that the Department of Extension has three purposes. It serves to assist in identifying needs in continuing education of mature adults in consultation both with them and with members of University departments. It seeks to provide a vehicle, be it an evening class, lecture series, television program or independent study session. Finally, the Department seeks to provide leadership within the Province to the development and expansion of the framework for continuing education. Those who are concerned with University continuing education must be persons who have special skills in helping to diffuse the University's knowledge and the University's ways of thought to the community at large.

At its best, the various continuing education programs of the University will meet the characteristics described in the Hobhouse-Headlam report on tutorial classes in Britain:

> *"We may assume that University teaching is teaching suited to adults; that it is scientific, detached and impartial in character; that it aims, not so much at filling the mind of the student with facts or theories as at calling forth his own individuality, and stimulating him to mental efforts; that it accustoms him to the critical study of the leading authorities, with perhaps occasional references to first-hand sources of information, and that it implants in his mind a standard of thoroughness, and gives him a sense of the difficulty as well as of the value of truth. A student so trained learns to distinguish between what*

nmunity Art Class

may fairly be called matter of fact, and what is certainly mere matter of opinion, between the white light and the coloured. He becomes accustomed to distinguish issues and to look at separate questions each on its own merits and without an eye to their bearing on some cherished theory. He learns to state fairly, and even sympathetically, the position of those to whose practical conclusions he is most stoutly opposed. He becomes above to examine a suggested idea and see what becomes of it, before accepting or rejecting it."

LIBERAL STUDIES

The tendency towards specialization in the university community effects a separation of the scholar and the vast majority of the people in the community. This separation works against the ease with which the layman can enter the game of intellectual intercourse in a substantial way. In its liberal studies program, University Extension functions to befriend the outsider, as it were, and to bring him into the academic world and involve him in the clash of ideas. But, as Robert Blakely of the Fund for Adult Education has said, *"The university's business is not entertainment and North American society does not need another institution of entertainment."* These programs must be interesting and lively; they must recognize the needs and experience of the adult student. But they must not be wanting in content or in their demands on the student for critical thought.

A large proportion of students in extension programs, some 4,600 or about 45 per cent of the total of registrants, were registered in a variety of liberal studies programs in 37 centres of the Province. The largest number of these were engaged in studies in modern languages and literature, history and public affairs, and the social sciences. The medium of instruction is typically a day or evening class, small group seminar, or a conference meeting, each of which involving some 25 hours of instruction.

Among the new program items were Attitude and Opinion Change, a course offered in Edmonton to 25 students; The Existentialist Temper, Anicent and Modern, which registered 21 students, two courses, New Mathematics for Parents and Modern Mathematics for Parents in Edmonton and Czar, which registered 19 and 16 students respectively; and a course in Modern Poetry in Edmonton which was attended by 19 persons. Three new courses concerned with contemporary social problems initiated by the Department and planned in consultation with members of the University staff and community agencies were Alcohol and Alcoholism, The Indian and Metis in Alberta and Man and Chemical Comforts. The proceedings of these three, attended by 114 students, were reported extensively in the press.

During the year, the Department prepared and presented a brief to The Royal Commission on the Status of Women in Canada which made a number of recommendations on the participation of women in programs of continuing learning. This brief grew out of the experience gained in what is now a well-established program of Continuing Education for Women which this year concentrated on public issues and Canadian law as it affects women. The interest in the latter subject was so evident that, with the sponsorship of the Womens' Institute of Alberta, five conference sessions on this subject were arranged in Drayton Valley, Peace River, Sangudo, Red Deer and Viking, and were attended by audiences aggregating 260 women.

The High School Enrichment Program is a means of introducing apt senior high school students to the variety of disciplines within the University. This program is undertaken in co-operation with the Public and Separate School systems and the Northern Alberta Institute of Technology, and enjoys the advice of members of the University staff, including this year Dr. F. L. Weichman and the President of the University, Dr. W. H. Johns. This year the lecture series included the following: Education—Human Creativity, The Nature of Mathematics, Physics—From Nuclei to Galaxies, Transition Metal Chemistry and Biochemistry, Biology, Anthropology, Language and Linguistics, Music, Business Administration, The Italian Renaissance, Psychology: Man's Contacts with his Surroundings, Economics, Engineering, Sociology, and English—Contemporary Canadian Poetry. Laboratory sessions at the Northern Alberta Institute of Technology included Industrial Electronic Systems, Automotive Laboratory, and at the Research Council of Alberta, Precision in Gas Chromatographic Analyses Performed by Novices, Some Aspects of the Chemistry and Physics of Metal Powders, Crystallography and Preglacial Drainage in Alberta. This series provided a useful bridge between the high school and the University to 554 students.

The major public affairs event of the year was a conference on The History of the Canadian West which brought together 400 amateur and professional historians and teachers of history in Western Canada. Among the readers who, like the audience, were drawn from all parts of Canada and the United States were the following: Dr. W. L. Morton, Trent University; Dr. W. J. Eccles, McGill University; W. O. Mitchell, The University of Calgary; Robert C. Wheeler, Minnesota Historical Society; Dr. L. G. Thomas, The University of Alberta; Dr. R. H. Roy, University of Victoria. This program was undertaken in co-operation with the Alberta Historical Society and the Social Studies Council of the Alberta Teachers' Association, whose financial and other assistance is cordially acknowledged here.

Two series of public lectures were offered during the year. The first of these, under the sponsorship of junior colleges in Alberta, featured University staff members, including Professors James Barrington and Leslie C. Green of the Department of Political Science; Associate Professor Maurice Cohen, Department of Philosophy; and Keith A. Yonge, Professor and Head, Department of Psychiatry. Lectures were presented at Medicine Hat, Lethbridge, Wainwright, Grande Prairie and Vermilion. A second series, offered at Lethbridge, Medicine Hat, Calgary, Westlock, Vermilion, Three Hills, Fairview, Hanna, Sedgewick, Lac La Biche and Thorhild, concerned maters of rural taxation, medicare, welfare, environmental pollution and water resources.

An interesting development in the last ten years has been the rise in the demand for training in human relations which comes not only from business organizations, but from voluntary associations and the professions. Two key programs among these are the semi-annually held Group Process Institutes. These are residential laboratory sessions designed to emphasize the salient features of interpersonal communications in a group setting. These two major programs, held over a ten-day period in the spring and fall in Jasper, register a maximum of 44 students each and are under the direction of a University-wide advisory committee.

Still other programs provide for a variety of human relations training experiences for those unable to take part in the longer residential sessions. Supervisory Techniques (two sessions), Communication in Supervision, Supervision and Leadership in the Hospital, Human Factors in Management and Supervision, Communication and Persuasion, and Work Design. The IDEALS Concept, were among courses offered in Edmonton and elsewhere. Among the instructors for these courses were Dr. Dean C. Barnlund, California State University; Dr. T. J. Mallinson, Simon Fraser University; Dr. Gerald Nadler, University of Wisconsin; and Dr. W. W. Pearson, Department of Industrial and Vocational Education, The University of Alberta.

Considerable emphasis has been given during the year to preparing the instructor to more adequately meet the adult student in the classroom. Another area of need to which more attention has been given this year is that of counselling the adult student. Considerably more effort must be made in the provision of counselling services in the future.

BUSINESS, PROFESSIONAL AND TECHNICAL EDUCATION

Partly because of the impact of the computer and developing technology, partly because of the economic climate in Canada which has been favourable to industrial growth, and partly because of the careful re-examination by industry itself of the development and use of manpower, continuing education in business, technical and professional areas continues to grow rapidly. The number of students enrolled in Extension business and professional programs during the year under review increased some 15 per cent to nearly 3,000. This growth, of course, also reflects the ability of members of the staff to identify needs in training and re-training and, in consultation with other members of the University staff, to fill these needs appropriately.

A significant development over the past several years has been the growth of a variety of certificate programs in Management Development, Personnel Administration, Public Administration and the like. These systematic programs of study require the sustained effort of the student over a period of three to five years. By way of example, the Management Development Program this year enrolled 633 students. The series of nine courses which comprise the program, each of 50 hours duration, represent to the student a difficult but reasonable goal. Many of the individual courses in this and other similar programs are accepted by various professional and sub-professional associations as the equivalent to the educational requirements which they, themselves, stipulate. The Institute of Canadian Bankers, for example, accepts most of the individual courses within the Management Development Program for educational designations sponsored by their own Association. From the point of view of the University, this development of certificate programs is significant in that it reduces the proliferation of courses and eases the demand on the instructional staff of the University.

As has been noted above, the recruitment, selection, training and administration of personnel is a matter of growing concern, both to industry and to government. The Certificate Program in Personnel Administration, which requires 280 classroom hours, represents an appropriate training program for those in industry charged with that function. Extension of the Management Development Program to Lethbridge has been continued for the fourth year and work has also begun in Hinton with the support of the North Western Pulp and Power Company. It is intended to expand the program similarly to the Cities of Red Deer and Grande Prairie next year.

The Department of Extension has carried a major responsibility in the organization of programs of Continuing Legal Education in consultation with the Law Society of Alberta, the Faculty of Law of The University of Calgary, and the Legal Education Section of the Canadian Bar Association. During the year, two seminars, Criminal Trial Practice and The Conduct of a Civil Trial, were held in both Calgary and Edmonton. Chairmen at the Calgary sessions were E. P. Adolphe, Chief Crown Prosecutor in Calgary, and W. R. Brennan, Q.C., respectively. Chairmen at the Edmonton sessions were J. W. McClung, Barrister, and the Honourable W. G. Morrow, Justice of the Territorial Court of the Northwest Territories, respectively. The whole of the program of Continuing Legal Education in Alberta is guided by a Province-wide committee which includes representatives from the Faculty of Law at The University of Calgary, senior practising members of the Law Society of Alberta and members of the Department of Extension. The total attendance at the various seminars arranged during the year in these two centres, 292, suggests the increasing interest of lawyers in these programs and something of their requirements for the future. An interesting experiment carried out during the year was the re-presentation through videotapes of these programs at smaller centres of the Province such as Red Deer and Grande Prairie. These videotaped programs introduced by lawyers, themselves expert in the field, are a means of meeting the needs of practising lawyers in the outlying centres.

An important group among those served by the University Extension program are the 1,800 members of the Association of Professional Engineers. In close consultation with that Association's Committee on Continuing Education and in co-operation with the Faculty of Engineering, programs in engineering and allied subjects were arranged during the year for a total of 585 professionals in this field. Enrolments were heavier in the management courses as they relate to engineering than in the specialized courses of a technical nature. Economics in Engineering Decision Making, a program arranged in co-operation with the University of Minnesota and instructed by Professor R. S. Nyquist of that University, was offered to a group of 42 engineers. Two sections of classes in Engineering Management registered 22 and 19 students respectively. The interest of engineers in basic refresher courses was demonstrated when almost 40 students enrolled in an evening course, Statistics for Engineers, instructed by Dr. S. H. Simmonds of the Department of Civil Engineering. Similar interest was shown in a course, Computing Applications for Engineers, taught by Dr. J. Warwaruk, also of the Department of Civil Engineering. Other programs included Critical Path Methods under the direction of Professor J. Fondahl of Stanford University and offered to a group of 37 students, Seminar on Construction Equipment Policy, Seminar on the Design and Construction of Flexible Pavements, Solid State Circuit Design, and the Application of New Statistical Methods in Hydrology.

An event of particular importance for which the Department, in conjunction with the Faculty of Engineering and the Association of Professional Engineers, took the responsibility was a Seminar on Continuing Education for Engineers, attended by nearly 100 members of the Association. Its purpose was to consider the direction of the current program of continuing education for engineers, future needs and overall co-ordination of effort on a Province-wide basis.

The program of instruction offered with the financial support of and in conjunction with the Society of Industrial Cost Accountants is an important basic part of the University Extension program in this area. During the year, 805 students were enrolled in a program of training leading to the designation R.I.A. in the subject areas of accounting, industrial legislation, statistics, industrial organization and management.

Among the programs offered for the first time this year were New Horizons for the Policy Maker, attended by 16 students and led by Dr. R. Schneck, Faculty of Business Administration and Commerce, and Dr. G. Dixon of the University of Minnesota; a Seminar on Automatic Control in Industry, attended by 96 students and instructed, among others, by Professor H. H. Rosenbrock of the University of Manchester; and a course on Interviewing, attended by 19 students and led by Mr. E. Chittick of Lamond, Dewhurst, Westcott & Fraser Ltd., Industrial Psychologists.

PUBLIC ADMINISTRATION

The continuing certificate program, Studies in Local Government, expanded during the year to a total registration of 150. This four-year training program enrols as students municipal secretaries, municipal assessors and other local government officers, and reviews all aspects of local government including taxation, legislation, administration, assessment and accounting. The principle medium of instruction is lesson material prepared by experts under the direction of the Department, coupled with periodic regional seminars. As of this year, 403 persons will have completed the requirements for this certificate program. Acknowledgment is gratefully made of the assistance and advice of those organizations represented on the various advisory committees to this program: Provincial Department of Municipal Affairs, Provincial Department of Education, Alberta Assessors Association, Alberta School Trustees Association, Alberta Urban Municipalities Association, Alberta School Secretaries Association, Alberta Association of Municipal Districts, Alberta Association of Municipal District Secretary-Treasurers, Urban Secretary-Treasurers Association of Alberta, Faculty of Graduate Studies, and Faculty of Education.

The most senior programs in this area of instruction are the 24th Annual School Short Course and Trustees Seminar and the 30th Annual Municipal Administrators Refresher Course, which were again held in Banff and were attended by 243 and 215 government officers respectively. Each of these events provides an opportunity to members of both municipal and provincial governments, in the company of specialists in the various fields of local government, to review matters of current interest. Among the specialists contributing to these programs this year were Dr. A. R. MacKinnon, Dean of the Faculty of Education, Simon Fraser University; Dr. N. O. Matthews, Dean, Medicine Hat Junior College; Mr. H. H. Curry, National Cash Register Company of Canada Ltd.; Mr. M. C. Glover of The McBee Company Ltd.; Mr. R. Chapman, Manager of the Lethbridge Electronic Data Centre; Dr. W. D. Neal, Dr. H. R. Ziel and Professor N. M. Purvis of the Faculty of Education.

A very satisfactory development during the year has been the inauguration of a Certificate Course in Public Administration with the advice and assistance of the Provincial, Federal and Municipal Governments. The eight courses which comprise this certificate program are: Government Organization and Operation, Administrative Theory and Practice, Public Finance, Human Relations in Public Administration, Canadian Economic Problems, Social Movements, Government Accounting and Quantitative Methods. Each of these is of 50 hours duration, interspersed with essay assignments and concluded by a spring examination. One hundred and twenty-one registrants, drawn mainly from the Provincial and Federal Governments, attended the three courses offered in this program during the 1967-68 session. This instruction has been very well received by both employer and employee since its inception and is an important addition to the educational opportunities afforded public service personnel in Edmonton. Plans are in train to expand the program beyond the Edmonton area.

A completely new syllabus and a thorough-going program of instruction in real estate was undertaken during the year in a Certificate Course in Real Estate. In September of 1967 the Department of Extension, at the request and with the support of the Alberta Real Estate Association, undertook the responsibility, in consultation with the Faculty of Business Administration and Commerce, for the design and administration of a new program of real estate training and research. In its initial stages, the program will focus its attention on three main fronts: the development of a basic three-year certificate course for realtors; the design of advanced courses of study for experienced members of the industry; and, with the advice of the Faculty of Business Administration and Commerce, assistance to research projects in the real estate field. Substantial financial assistance to this program has been made available to the Department by the Association, an adequate part of which is earmarked for purposes of research.

RURAL DEVELOPMENT

Farmers in Alberta and, in particular, those having professional interests in certain aspects of agriculture, have learned to anticipate the steady flow of agricultural publications emanating from the Faculty of Agriculture of the University. The reputation for reliable, authentic information, which these publications contain, is well-earned.

Of particular interest among the bulletins and leaflets printed and distributed during the year was the 46th Annual Feeders' Day Report. This contains articles, well-supported by illustrations and statistical information, dealing with on-going research concerning beef and dairy cattle, sheep, swine and feed prices. The Agricultural Bulletin includes a broader range of interesting reports touching mainly on some of the wide variety of subject areas in which members of the Faculty of Agriculture are involved. A report of particular interest to those contemplating a professional career is that of Dr. J. A. Toogood, Head of the Department of Soil Science, describing the current activities of some 30 or more recent graduates who have specialized in soil science.

Other publications printed and distributed by the Department are the following:

Agricultural Economics Special Report 6—Effects of Farm Technology and Consequent Problems of Adjustment Effects of Industrialization on Agricultural Production
  Authors: Dr. W. B. Rogers, G. S. Buckmire, Department of Agricultural Economics, The University of Alberta
Agricultural Economics Special Report 7—The Rural Church; The Farm Family
  Authors: Dr. W. B. Rogers, G. S. Buckmire, Department of Agricultural Economics, The University of Alberta
Agricultural Economics Special Report 8—Changing Rural Attitudes
  Authors: Dr. W. B. Rogers, G. S. Buckmire, Department of Agricultural Economics, The University of Alberta
Swine Production in Alberta
  Department of Animal Science, The University of Alberta
Woody Ornamentals for the Prairie Provinces
  Author: Professor R. H. Knowles, Department of Plant Science, The University of Alberta
Rose Growing in Alberta
  Author: Professor R. H. Knowles, Department of Plant Science, The University of Alberta
Soil Profiles—Series 3
  Soil Survey Department, The University of Alberta
Insect Leaflets:
  No. 454—Diamondback Moth
  No. 475—Mourningcloak Butterfly
  No. 437—Strawberry Root Weevil
  No. 1050—Larder Beetle
  No. 450—Some Interesting Local Moths
  No. 105T—Ants
  No. 833—Pear Slug and Its Control
  No. 800—Aphids
  No. 817—Sod Webworms or Lawn Moths
  No. 24-X—Clover Mite and Its Control
  Department of Entomology, The University of Alberta.

With the strong support of the Faculty of Agriculture and frequently in co-operation with the Alberta Department of Agriculture, the Canada Department of Agriculture and the various Alberta farm organizations, a series of courses and conferences in technical aspects of agriculture have been offered during the year. Two programs of particular interest to the Alberta Institute of Agrologists were Animal Nutrition, instructed by Dr. J. P. Bowland, Dr. C. M. Grieve, Dr. A. R. Roblee of the Department of Animal Science, and offered to 32 professional agrologists at Edmonton; and Advanced Farm Management, offered in Red Deer under the direction of Dr. H. C. Love, Dr. W. B. Rogers, Dr. E. R. Berg and others of the Department of Agricultural Economics, and attended by 21 agrologists. The Fourth Annual Cattlemen's Course, offered with the co-operation of the Western Stockgrowers' Association registered 65 students at this residential week at Banff. The Feed Industry Conference, under the joint sponsorship of the Alberta Division of the Canadian Feed Manufacturers' Association, the Veterinary Sciences Division, and the Alberta Department of Agriculture and the Faculty of Agriculture was attended by 125 persons. Weekly evening classes in home gardening and soils and the Use of Aerial Photos for Land Classification provided a channel through which information on agriculture and related topics reached the lay public.

For nearly 20 years, and with the co-operation and financial support of Alberta farm organizations, the Department has offered a regular series of leadership training courses. The emphasis in these programs lies in the elements of leadership based on analyses of problems of social movement and selected problems of economic and political change. The series of courses together offer a valuable training resource to the farm organizations of the Province. Indeed, the bulk of the officers of many of these organizations have been students in these two-week residential programs at one time or another in their careers.

The 49th Annual Farm Young People's Week was held on the campus in June. Ninety-five young adults experienced a week of campus life and an introduction to the University while participating in a varied and interesting program. The 18th Annual Leadership Techniques Course and the 11th Annual Leadership Conference, long time cornerstones of the Department's leadership training program, registered 98 community leaders during the year. In connection with these, a development of particular interest has been the nomination by government of 35 Indian and Metis leaders to these two-week residential sessions. There is a good deal of evidence to suggest that the partnership with these Albertans in this program is proving a valuable experience for each.

A Seminar on Community Development Processes represents an important addition to the Department's program. Dr. E. O. Moe, Director of the Bureau of Community Development of the University of Utah, and an outstanding authority in this field, was a consultant to this program, which was attended by 51 persons with basic concerns about the social and economic development of their communities. This seminar has proved to be a valuable starting point for future training programs to be developed in conjunction with government agencies and farm organizations. A new addition to the leadership training program was a Seminar on Small Group Leadership, developed by the Department on the recommendation of the farm organizations to be offered to those who had attended the older, established programs. Twenty-five rural and urban community leaders attended this week-long residential program at Banff.

For the tenth successive year, the Western Canadian Farm Leaders Conference was tendered to invited executives and officials from the four Western Provinces. The purpose of this annual conference is a close scrutiny of social, economic and political developments in Western rural communities. Leading consultants included Dr. Luther G. Tweeten, Oklahoma State University; Dr. Phil Thair, Department of Agriculture, University of Saskatchewan; Dr. T. Philbrook, Chief of Development Branch, ARDA, Ottawa; and members of the staff of the University's Department of Agricultural Economics, including Dr. W. B. Rogers.

This Department has enjoyed very cordial and mutually profitable working relationships with the farm organizations of this Province and it is appropriate here to record not only their generous financial support but also their counsel and advice.

FINE ARTS

The University's program of instruction in painting through the Department of Extension is one which is not to be duplicated in Canada. Groups of painters in 29 rural Alberta towns together with a large body of fellow students in Edmonton, some 1,700 in all, provide an indication of the increasing awareness of the visual arts and the satisfaction to be found in the study of painting.

The principal objective of the visual arts program is to foster an awareness of the arts and to develop in the student a potential for criticism. Both in the rural and urban classes, to the extent that resources make it possible, teaching is so arranged as to permit a variety of approaches to painting. As will be noted in the appendices attached, regular instruction was offered to groups in 29 rural communities with an aggregate attendance of 718. These regular winter series of classes are supplemented during the summer months with intensive classes especially arranged for the more experienced students. These students, in turn, pass on their accumulation of knowledge to their fellows in the rural classes. Ten of these seminars were arranged during the course of the year. Among those assisting with the instruction in this program were: Dr. B. Schwartz of the Faculty of Education; Mrs. R. Hully, Mrs. Ursula Zandmer, Mrs. M. Ireland, Mrs. W. Palmer and Mrs. M. Roth, chosen from among experienced artists in the Province in consultation with the Department of Fine Arts. Not untypically, the rural classes close with an exhibition and critique undertaken by a visiting expert.

Eight hundred and twenty-eight students were enrolled in the Edmonton Art Classes which carry on from October to April. Instruction is offered in drawing, painting, printmaking and design. Special courses for senior students, Drawing and Composition Workshop under Professor Emeritus H. G. Glyde and The Imaginative Use of Mixed Media under Anthony King, University of Sydney, Australia, were significant additions to the program during the year. A course of special interest, Art Appreciation, was held in Rome under the instruction of Miss Barbara La Penta of Rome.

A highlight of the year was the Provincial Centennial Extension Art Conference and Exhibition, held in Banff and attended by 53 persons. Special guests at this conference were Dr. and Mrs. W. M. Kilbourne of Toronto.

In the plastic arts, 196 students were enrolled in classes in pottery, ceramics and sculpture at various levels. A feature of this year's program in the plastic arts was a special Workshop in Ceramics under Graeme Storm, the eminent New Zealand potter.

EXTENSION LIBRARY

For the year 1967-68 total circulation of books from the Extension Library increased by 4,576, to a total of 162,120. In the Open Shelf service (to individuals, families and small study groups) the number of books borrowed increased by 1,136 for adults and decreased by 1,221 for children.

The latter is encouraging evidence of improvement in local school libraries and during the year several parents have written explaining that membership in the Extension Library was no longer needed.

There is, however, still much need for a family service such as that provided by the Library. One mother from Fort Chipewyan wrote: "Your selection of books for us was very good. This spring my 7-8 year old said, 'Don't bother me. I'm reading'. I never thought that he would ever say that."

A 14 year old from Myrnam wrote: "I enjoyed receiving books from the Library. The ones sent to me I found perfect for my own knowledge and entertainment."

And from a woman in Evansburg: "The Extension Library is a wonderful service to people like us who are far from large centres and not wealthy enough to purchase many books. It has given me and my family many, many hours of enjoyment and to my children much knowledge that they otherwise may never have acquired."

The most significant increase in the use of books is in the Travelling Library service, i.e. boxes of 40 books that are loaned for three months to any small library or community group. The number of boxes sent out more than doubled in one year, from 70 to 148. Of this total, 108 were sent to community libraries, 14 to Frontier College instructors and the balance to a variety of organizations.

Part, though by no means all, of this increase is accounted for by service to one borrower. As a Centennial project the Town of Redcliff established a library and, to supplement the collection, 1,000 books from the Extension Library were provided. The custodian has reported that the books were well used and much appreciated.

Fourteen boxes were sent to Frontier College instructors. These are university students who take jobs in outlying areas, work regular shifts and conduct informal adult classes during their off-hours. Boxes were sent to several mines at Yellowknife, to a construction company in Grande Prairie and to C.N.R. and C.P.R. work gangs. In expressing appreciation of this service, several of these young men mentioned that no similar service is available elsewhere in Canada.

The capacity of the Department to provide library service to students in Extension programs is made difficult by the separation of the classes from the book stock. The Library has been helpful in preparing book lists for the various courses, particularly in the certificate programs, as well as for certain of the Provincial conferences, including the 5th Annual Conference on World Affairs and the 18th Annual Short Course in Leadership Techniques.

Inter-library loans for the year totalled 574 with the Medicine Hat Public Library, Parkland Regional Library, Red Deer Public Library, station library at Cold Lake and Tofield Municipal Library making considerable use of this service.

Requests for information were many and varied. Topics included centennial entertainments, historical research in many areas, the apes of Gibraltar, septic tank construction, bee plants recommended for Alberta, the invention of artificial gills, problems of the Indian in Alberta, the coherence theory of truth, hovercraft, violin repair, the Sumerian language, running a mail order business, English spelling reform, the influence of women on Tudor poetry, recommended books for a pre-marriage counselling course, the natural history of Cornwallis Island, etc. In all, about 400 questions requiring some research were answered.

EDUCATIONAL MEDIA

The Educational Media Division continued to expand its services during the past year. A new general film catalogue was published as a 50th anniversary project. In addition, specialized catalogues containing information on films, slides, filmstrips and tapes were published in the areas of art, outdoor education, business and family life education.

A portable closed circuit television system, including a video recorder, was put into use in a variety of programs of the Department. The system was used during the Agricultural Leadership Techniques course at Banff, at several human relations seminars, a pottery workshop, personnel courses, to record the proceedings of an Adult Education Consultation with Dr. J. Roby Kidd and to record several seminars for Continuing Legal Education.

Increasing demands on the film service also required an additional electronic film inspection unit. The requests for film subjects increased by 24.7 per cent and the number of reels of film serviced increased by 28 per cent. The intramural requests for films increased by 12 per cent from the previous year and a 27 per cent increase was experienced from extramural requests.

Four courses dealing with the uses and production of educational materials were offered during the year: A.V. Communication Workshop (two sections), Film Programming Workshop and the Preparation of Instructional Materials. Fifty-nine participants were involved in the courses and some drove over 100 miles each Saturday during the spring to meet in Edmonton for the course in the Preparation of Instructional Materials.

Other services remained relatively stable. With the change-over to stereophonic records during the year it is anticipated that the record lending service will continue to expand.

Long-range plans are now being developed for the use of the new educational media in programs of individual instruction and for small group discussion.

STAFF

The breadth of the outreach of the University through its extension activities as suggested in this report is gratifying. That it is possible is a tribute to many individuals and agencies. First among these are members of the University staff who participate and give generously in the instruction offered in these programs. Others are those agencies, including government, voluntary organizations, farm organizations, professional societies and others, who offer advice, counsel and frequently financial support in the development of programs. That special recognition is due members of the Extension staff, skilled as professionals in adult education, energetic, imaginative and able to relate themselves to the community off the University campus, should be evident in this report.

It is useful, perhaps, to point out here that the needs of the adult in his continuing education are special needs. The adult comes into the classroom with a knowledge of the world, with a developed judgment and, of course, with opinions and biases. The partnership of the professional adult educator with the student and with the university faculty member is the only solid basis for an adequate program of continuing education.

During the year under review, Associate Professor G. A. Eyford accepted an assignment in India under Canada's External Aid Office; the Director of the Department, Duncan Campbell, undertook a Ford Foundation assignment in Tanzania; Associate Professor D. A. Bancroft completed a year of graduate work at Syracuse University; and Associate Professor J. A. Mulloy began a two-year leave of absence to undertake further graduate work.

New additions to the staff include Associate Professor Richard R. Faryon, a graduate of Columbia University and formerly of the University of Western Ontario; Associate Professor W. H. Stewart, a graduate of Springfield College, Massachusetts, and formerly of Hamilton; Assistant Professor J. Merril McDonald of Edmonton; Associate Professor Donald E. Liteplo of Edmonton; and Mr. Edward Savic of Ottawa.

Apart from their regular assignments, all members of the staff have contributed generously in a variety of ways to Provincial organizations in the Province.

CONCLUSION

While it is obvious that the Alberta in which Henry Marshall Tory became the first President of the University has changed radically, it is also true that his vision of a University which reached out to all of the people of the Province continues to represent a desirable goal. There can be little doubt that the demands of adults, many of them graduates of this and other universities, for opportunities in continuing education will increase in the future. In maintaining an interest, a concern and a capacity to meet adequately the intellectual curiosity which these adults demonstrate, the University serves both the Province and itself.

Respectfully submitted,

DUNCAN CAMPBELL,
Director of Extension.

TABLE I

COURSES, CLASSES AND CONFERENCES

	Location	Period	Hours	Attendance	Sponsor
LIBERAL STUDIES					
MODERN LANGUAGES AND LITERATURE					
Spanish for Beginners	Edmonton	Oct. 10-Mar. 5	40	30	
Intermediate Spanish	”	Oct. 11-Mar. 6	30	12	
German	Wetaskiwin	Nov. 1-Dec. 20	16	18	
Intermediate German	”	Jan. 10-Apr. 17	30	9	
Conversational German I	Edmonton	Oct. 2-Feb. 26	40	27	
Conversational German II	”	Oct. 5-Feb. 28	40	15	
Russian for Beginners	”	Oct. 10-Mar. 5	40	12	
Ukrainian for Beginners	”	Oct. 11-Mar. 6	40	17	
Conversational Mandarin Chinese	”	Nov. 30-Feb. 1	15	5	
Elementary Oral French	Red Deer	Oct. 17-Mar. 12	40	13	Red Deer Junior College
Intermediate Oral French	”	Oct. 2-Mar. 11	40	18	Red Deer Junior College
Oral French I (Section 1)	Edmonton	Oct. 3-May 21	120	16	
Oral French I (Section 2)	”	Nov. 3-Apr. 18	120	15	
Oral French II	”	Oct. 2-May 9	120	14	
Conversational French I	”	Oct. 3-May 14	60	22	
Conversational French II	”	Oct. 4-May 8	60	17	
Weekend in France	Leduc	Oct. 20-Oct. 22	11	8	
Effective Communication	Edmonton	Oct. 4-Dec. 6	20	37	
Effective Written Communication	”	Oct. 4-Dec. 6	20	25	
Essentials of Good English	”	Oct. 2-Mar. 4	30	53	
The Novel in Perspective	”	Jan. 8-Mar. 25	24	18	
Modern Poetry	”	Oct. 2-Jan. 15	24	19	
PHILOSOPHY AND RELIGION					
Attitude and Opinion Change	Edmonton	Oct. 2-Dec. 11	15	25	
Focus 67-68 (Continuing Education for Women)	”	Nov. 3 & Mar. 22	12	7	
The Existentialist Temper, Ancient and Modern	”	Jan. 16-Mar. 19	15	21	
Liberal Studies for Executives	”	Nov. 30-Apr. 6	27	19	
LAW					
Law and the Modern Woman I (Continuing Education for Women)	Edmonton	Apr. 4-Jun. 6	15	31	
Law and the Modern Woman II (Continuing Education for Women)	”	Oct. 4-Dec. 6	15	23	
Workshops: Law and the Modern Woman	Drayton Valley	Feb. 19	5	30	Women's Institute of Alberta
	Peace River	Jan. 24	5	75	
	Sangudo	Jan. 31	5	30	
	Red Deer	Nov. 30	5	30	
	Viking	Nov. 26	5	95	

SCIENCE					
Archaeology	Edmonton, Duffield	Jul. 3-Sept. 15	30	24	
Astronomy	Edmonton	Oct. 11-Jan. 24	23	14	
Physical Fitness for Women	”	Nov. 6-Dec. 13	12	25	
Physical Fitness for Men	”	Oct. 11-Nov. 29	23	20	
Physical Education for Men	”	Jan. 8-Feb. 26	15	35	
New Mathematics for Parents	”	Oct. 10-Dec. 12	15	19	
Modern Mathematics for Parents	Czar	Mar. 11-May 6	20	16	
SOCIAL SCIENCES					
Psychology	Edmonton	Oct. 11-Mar. 13	30	34	
Psychology: An Introduction to the Study of Human Behavior	”	Oct. 2-Dec. 4	20	45	
Psychology of Personality	”	Jan. 8-Mar. 11	15	43	
Child Psychology	Wetaskiwin	Jan. 23-Mar. 26	15	13	
Child Growth and Development	Red Deer	Oct. 11-Dec. 13	20	9	Red Deer Junior College
Planning Creative Activities for Pre-School Children (Section 1)	Edmonton	Jan. 9-Mar. 12	20	41	
Planning Creative Activities for Pre-School Children (Section 2)	”	Mar. 6-May 15	20	31	
An Introduction to Day Care Services	”	Oct. 10-Dec. 12	20	33	
Introduction to Sociology	”	Oct. 10-Dec. 12	20	25	
Man and Chemical Comforts	”	Feb. 12-Apr. 8	18	35	
HOUSEHOLD ECONOMICS					
Home Economics Today	Edmonton	Oct. 28-Jan. 16	14	42	Edmonton Home Economics Association
Home Economics Today	Red Deer	Mar. 22-Apr. 6	18	22	School of Houseld Economics, The University of Alberta
Home Management	Edmonton	Jan. 9-Mar. 12	20	23	
Textiles	”	Oct. 3-Dec. 12	23	15	
Interior Design	”	Oct. 4-Feb. 28	40	78	
Interior Design	Wetaskiwin	Feb. 14-Apr. 3	16	10	Wetaskiwin School Board
Interior Design	Red Deer	Oct. 17-Dec. 5	16	23	Red Deer Junior College
HISTORY AND PUBLIC AFFAIRS					
Indians of North America	Edmonton	Oct. 16-Feb. 12	30	23	
The Indian and Metis in Alberta	”	Mar. 18-May 27	15	19	
Study Discussion—Home Study					
—Great Books	Edmonton				
—Great Books	Red Deer				
—Ways of Mankind	Dawson Creek				
—Folk Songs of Canada	Vermilion	Sept. 1-May 1	245	38	
Sunday Documentary (Current Affairs Films)	Edmonton	Nov. 12-Feb. 18	12	101	
Front Page this Week I (Current Affairs Discussion)	”	Oct. 4-Dec. 5	12	73	
Front Page this Week II (Current Affairs Discussion)	”	Jan. 16-Mar. 26	9	17	

	Location	*Period*	*Hours*	*Attendance*	*Sponsor*
Centennial Conference on the History of the Canadian West	Banff	May 17-May 20	30	210	Alberta Historical Council; Social Studies Council of Alberta Teachers' Association; Department of History, The University of Alberta
Aspects of Man in the Metropolis	Edmonton	Dec. 1-Jun. 1	14	16	
Canada '68 Seminar—Role of Business in the National Growth	”	Nov. 13-Apr. 1	20	14	
Western Business Consultation with Economic Council	”	Jan. 3	12	58	Economic Council of Canada; Department of Economics, University of Calgary
Eastern Europe Today	”	Feb. 12-Apr. 22	12	33	
HIGH SCHOOL ENRICHMENT LECTURE SERIES					
High School Enrichment Program	”	Feb. 5-Mar. 7	113	554	The University of Alberta, Edmonton Public School Board, Edmonton Separate School Board

FINE ARTS

	Location	*Period*	*Hours*	*Attendance*	*Sponsor*
MUSIC					
What to Listen for in Music I	Edmonton	Oct. 3-Dec. 5	18	38	
What to Listen for in Music II	”	Jan. 16-Mar. 19	18	38	
Elements of Choir Training and Conducting	”	Oct. 2-Dec. 4	15	33	
The Recorder and Its Music	Red Deer	Oct. 3-Dec. 5	20	9	Red Deer Junior College
Music of the Opera	”	Oct. 5-Dec. 7	20	8	Red Deer Junior College
DRAMA					
Speech I	Edmonton	Oct. 10-Mar. 5	30	33	
DRAWING AND PAINTING					
Basic Drawing I	Edmonton	Apr. 4-Jun. 6	25	25	
Basic Drawing II	”	Jul. 3-Jul. 14	25	5	
Drawing I	”	Oct. 2-Apr. 1	60	23	
Drawing II	”	Apr. 5-Jun. 7	25	7	
Life Drawing (Section 1)	”	Apr. 7-Jun. 9	25	13	
Life Drawing (Section 2)	”	Oct. 6-Mar. 28	72	8	
Life Drawing (Section 3)	”	Oct. 2-Apr. 1	60	15	
Life Drawing (Section 4)	”	Oct. 2-Apr. 2	60	20	
Fundamentals of Drawing and Painting (Section 1)	”	Oct. 3-Apr. 2	60	22	
Fundamentals of Drawing and Painting (Section 2)	”	Oct. 3-Apr. 2	60	21	
Fundamentals of Drawing and Painting (Section 3)	”	Oct. 7-Mar. 29	60	23	
Fundamentals of Drawing and Painting	Red Deer	Sept. 27-Feb. 28	50	18	
Landscape Painting (Section 1)	Edmonton	Apr. 5-Jun. 7	25	21	
Landscape Painting (Section 2)	”	Apr. 8-Jun. 10	25	17	

Landscape Painting (Section 3)	Edmonton	Apr.	8-Jun.	10	25	12	
Landscape Painting (Section 4)	”	Apr.	6-Jun.	8	25	12	
Landscape Painting (Section 5)	”	Jul.	10-Jul.	21	25	18	
Landscape Painting (Section 6)	”	Sept.	13-Nov.	15	25	18	
Landscape Painting (Section 7)	”	Sept.	16-Nov.	18	25	18	
Painting I (Section 1)	”	Oct.	4-Mar.	21	60	14	
Painting I (Section 2)	”	Oct.	4-Mar.	27	60	24	
Painting I (Section 3)	”	Oct.	4-Mar.	27	60	21	
Painting II (Section 1)	”	Oct.	4-Mar.	27	60	18	
Painting II (Section 2)	”	Oct.	5-Mar.	28	72	19	
Painting III (Techniques) (Section 1)	”	Oct.	2-Apr.	1	72	11	
Painting III (Techniques) (Section 2)	”	Oct.	4-Mar.	27	60	20	
Introduction to Printmaking	”	Apr.	3-Jun.	5	25	19	
Basic Drawing and Printmaking	”	Oct.	2-Apr.	1	60	12	
Printmaking	”	Jul.	10-Jul.	21	25	5	
Printmaking (Design II)	”	Oct.	2-Apr.	2	60	20	
Basic Design and Composition	”	Apr.	6-Jun.	8	25	13	
Basic Drawing and Composition	”	Jun.	5-Jun.	9	23	14	
Advanced Drawing and Painting	Red Deer	Sept.	21-Mar.	28	50	15	
Advanced Life Drawing and Painting	Edmonton	Oct.	3-Apr.	2	72	18	
Life and Portrait Painting	”	Oct.	6-Mar.	28	72	5	
Portrait Painting II	”	Oct.	5-Mar.	28	60	22	
Design I (Introduction to the Arts)	”	Oct.	4-Mar.	27	60	17	
Art for High School Students	”	Oct.	7-Mar.	29	60	15	
Looking at Art	”	Oct.	3-Apr.	2	48	16	
The Imaginative Use of Mixed Media	”	Jul.	10-Jul.	12	8	14	
Edmonton Extension Art Exhibition	”	Apr.	6		3	170	
Life Painting	”	Apr.	7-Jun.	9	25	8	
Spring Workshop—The Uses of Acrylic Paints	”	Apr.	3-Jun.	5	25	14	
Provincial Centennial Extension Art Conference and Exhibition	Banff	May	20-May	21	12	53	
Summer Course in Art	Rome, Florence	Jul.	7-Aug.	28	30	27	
Community Art Classes	Alliance	Oct.	23-Apr.	22	21	20	Busyfingers Club
	Athabasca	Oct.	18-Mar.	20	20	24	Athabasca Art Club
	Banff	Sept.	27-Mar.	27	40	27	Banff Community Art Class
	Bonnyville	Oct.	4-Oct.	25	15	20	Bonnyville Art Club
	Camrose	Sept.	29-Mar.	15	40	22	Camrose Art Club
	Canmore	Sept.	28-Mar.	28	40	20	Canmore Art Class
	Castor	Oct.	31-Mar.	19	30	10	Castor Art Class
	Cochrane	Sept.	18-Mar.	18	40	15	Cochrane Art Class
	Donalda	Oct.	6-Feb.	23	30	21	Donalda Art Club
	Drayton Valley	Oct.	26-Mar.	21	20	20	Drayton Valley Art Class
	Drumheller	Oct.	3-Mar.	26	25	18	Drumheller Community Art Club
	Fort Saskatchewan	Oct.	16-Apr.	1	30	20	Fort Saskatchewan Art Club
	Lacombe	Oct.	5-Mar.	7	20	20	Lacombe Art Club
	Leduc	Oct.	3-Feb.	20	30	12	Leduc Art Club
	Nanton	Oct.	5-Apr.	4	25	12	Nanton Art Class
	Ponoka	Oct.	6-Mar.	8	20	20	Ponoka Art Club

	Location	*Period*	*Hours*	*Attendance*	*Sponsor*
	Ralston	Oct. 27-Mar. 17	45	25	Ralston Art Club
	Red Deer	Oct. 5-Mar. 21	40	20	Red Deer (afternoon)
	Rimbey	Nov. 7-May 14	30	22	Rimbey Art Club
	Rocky Mountain House	Sept. 26-Jun. 4	25	18	Rocky Art Club
	St. Paul	Jan. 3-Feb. 14	15	20	St. Paul Art Club
	Stavely	Nov. 15-Apr. 3	30	15	Stavely Art Club
	Stettler	Oct. 4-Mar. 20	40	15	Stettler Art Club
	Vegreville	Oct. 13-Mar. 15	30	25	L. Evans Art Club
	Vermilion	Sept. 27-Mar. 27	20	15	Vermilion Art Club
	Viking	Oct. 20-Mar. 22	15	17	Viking-Wainwright
	Warner	Oct. 26-Oct. 29	20	20	Warner Country Art Club
	Westlock	Oct. 17-Mar. 19	15	15	Westlock Community Art Class
	Wetaskiwin	Oct. 7-Mar. 9	20	20	Wetaskiwin Art Club
Lacombe Landscape Workshop	Lacombe	May 29-Jun. 1	14	15	Lacombe Art Club
Ralston Landscape Workshop	Ralston	Jul. 4-Jul. 6	12	20	Ralston Art Club
Red Deer Landscape Workshop	Red Deer	Jun. 12-Jun. 16	25	14	
Westlock Landscape Workshop	Westlock	Jul. 17-Jul. 21	20	20	Westlock Art Class
Vermilion Landscape Workshop	Vermilion	Jul. 19-Jul. 20	9	15	Vermilion Art Class
Athabasca Short Course	Athabasca	Sept. 13-Sept. 14	9	20	
Nanton Short Course	Nanton	Aug. 28-Aug. 29	9	15	Nanton Art Club
Red Deer Landscape Short Course	Red Deer	Jun. 12-Jun. 16	23	12	
Westlock Landscape Short Course	Westlock	Jul. 17-Jul. 21	18	15	Westlock Art Club
Red Deer Portrait Workshop	Red Deer	May 8-May 10	15	15	Red Deer Art Club
Intermediate Drawing and Painting	”	Sept. 21-Mar. 28	50	9	
Teaching Seminar for Assistant Instructors	Edmonton	Mar. 24-Apr. 1	30	21	
CERAMICS AND SCULPTURE					
Beginners' Pottery Workshop	Edmonton	Apr. 3-Jun. 7	50	6	
Advanced Pottery Workshop	”	Apr. 4-Jun. 8	50	3	
Ceramics	”	July 10-Jul. 28	25	13	
Ceramics I (Section 1)	”	Oct. 3-Apr. 2	60	17	
Ceramics I (Section 2)	”	Oct. 4-Mar. 21	60	18	
Ceramics I (Section 3)	”	Oct. 6-Mar. 29	60	15	
Ceramics II (Section 1)	”	Oct. 2-Apr. 1	60	16	
Ceramics II (Section 2)	”	Oct. 4-Mar. 21	60	16	
Sculpture	”	Oct. 5-Mar. 28	71	19	
Graeme Storm Workshop 1967	”	Oct. 17-Oct. 18	12	73	

BUSINESS OR TECHNICAL

Certificate Programs

MANAGEMENT DEVELOPMENT PROGRAM

Business Organization and Administration					
(Section 1)	Edmonton	Oct. 2-Apr. 1	50	38	Arranged and organized by the Department of Extension in co-operation with the Faculty of Business Administration and Commerce
(Section 2)	”	Oct. 3-Apr. 2	50	44	
(Section 3)	”	Oct. 5-Apr. 4	50	42	

(Section 4)	Edmonton	Oct.	2-Apr.	1	50	40	
(Section 5)	Hinton	Jan.	8-Apr.	1	50	31	
Management Accounting and Financial Controls							
(Section 1)	Edmonton	Oct.	2-Apr.	1	50	35	
(Section 2)	”	Oct.	3-Apr.	2	50	43	
(Section 3)	”	Oct.	4-Apr.	3	50	41	
(Section 4)	”	Oct.	2-Apr.	1	50	40	
Canadian Economic Development							
(Section 1)	”	Oct.	2-Apr.	1	50	49	
(Section 2)	”	Oct.	4-Apr.	3	50	44	
Personnel Administration	”	Oct.	5-Apr.	4	50	39	
Commercial Law	”	Oct.	2-Apr.	1	50	35	
Marketing							
(Section 1)	”	Oct.	5-Apr.	4	50	41	
(Section 2)		Oct.	23-Apr.	22	50	20	
Business Finance	”	Oct.	4-Apr.	3	50	14	
Production Management	”	Oct.	4-Apr.	3	50	18	
Commercial Data Processing	”	Oct.	3-Apr.	2	50	19	
FELLOWS' COURSE IN BANKING							
Banker and Society	Edmonton	Oct.	10-Apr.	2	50	42	Arranged and organized by the Department of Extension in co-operation with the Faculty of Business Administration and Commerce and the Canadian Bankers Association
PERSONNEL ADMINISTRATION							
Labour Economics	Edmonton	Sept.	13-Dec.	20	30	29	Arranged and organized by the Department of Extension and the Faculty of Business Administration and Commerce in co-operation with the Personnel Association of Edmonton
The Personnel Function	”	Sept.	12-Dec.	19	30	38	
Training and Development of the Work Force	”	Sept.	14-Dec.	21	30	37	
Human Relations	”	Jan.	9-Apr.	16	30	33	
Labour Relations	”	Jan.	10-Apr.	17	30	38	
Salary and Wage Administration	”	Jan.	11-Apr.	18	30	29	
LOCAL GOVERNMENT STUDIES		Oct.	1-Apr.	30			Department of Municipal Affairs; Alberta Department of Education; Urban Secretary-Treasurers' Association; Alberta Urban Municipalities Association; Alberta Association of Municipal Districts; Alberta Association of Municipal District Secretary-Treasurers; Alberta School Trustees Association; School Business Officials of Alberta
Assessment Elements	Edmonton				25	34	
	Grande Prairie				25	6	
	Red Deer				25	6	
	Lethbridge				25	7	
	Calgary				25	16	
Local Government Organization	Edmonton				25	21	
	Peace River				25	7	
	Red Deer				25	13	
	Calgary				25	7	
	Lethbridge				25	11	
Municipalities Planning	Edmonton				25	9	
	Calgary				25	7	

	Location	Period	Hours	Attendance	Sponsor
GENERAL GOVERNMENT STUDIES					Department of Extension in co-operation with the Departments of Political Science and Economics, The University of Alberta
Public Finance	Edmonton	Oct. 1-Apr. 30	50	46	
Government Organization and Administration	”		50	42	
Human Relations in Public Administration	”		50	36	
REAL ESTATE					Department of Extension and the Alberta Real Estate Association
Real Property Analysis	Edmonton	Oct. 1-Apr. 1	44	11	
	Calgary	Oct. 1-Mar. 21	44	15	
Real Estate Law	Edmonton	Oct. 1-Feb. 9	30	33	
	Calgary	Oct. 1-Feb. 9	30	34	
Appraisal of Real Property	Edmonton	Feb. 13-May 25	30	35	
	Calgary	Feb. 13-May 25	30	35	
REGISTERED INDUSTRIAL ACCOUNTANTS		Oct. -Apr.			Society of Industrial Accountants
Accounting I (Section 1)	Edmonton		40	32	
Accounting I (Section 2)	”		40	32	
Accounting I (Section 3)	”		40	31	
Accounting I (Section 4)	”		40	31	
Industrial Legislation (Section 1)	”		40	34	
Industrial Legislation (Section 2)	”		40	33	
Industrial Legislation (Section 3)	”		40	33	
Industrial Legislation (Section 4)	”		40	33	
Accounting II (Section 1)	”		40	39	
Accounting II (Section 2)	”		40	39	
Accounting II (Section 3)	”		40	38	
Report Writing (Section 1)	”		20	30	
Report Writing (Section 2)	”		20	30	
Report Writing (Section 3)	”		20	29	
Report Writing (Section 4)	”		20	29	
Managerial Statistics (Section 1)	”		20	33	
Managerial Statistics (Section 2)	”		20	32	
Managerial Statistics (Section 3)	”		20	32	
Managerial Statistics (Section 4)	”		20	32	
Accounting III (Section 1)	”		40	33	
Accounting III (Section 2)	”		40	32	
Industrial Organization and Management	”				
(Section 1)	”		40	32	
(Section 2)	”		40	32	
Auditing	”		40	30	
Cost and Systems Analysis	”		40	24	
Other Business or Technical Education					
Seminar for Petroleum Landmen	Banff	Apr. 30-May 5	40	35	Alberta Association of Petroleum Landmen

Seminar in Management Communication	Banff	Apr. 19-Apr. 22	30	12	
Supervision, Control and Evaluation of Salesmen	Edmonton	Apr. 21-Apr. 22	14	13	
New Horizons for the Policy Maker	”	May 15-May 16	16	16	
Seminar on Automatic Control in Industry	”	Sept. 5-Sept. 6	12	96	Canada Department of Industry
Interviewing	”	Oct. 12-Dec. 14	20	18	
Statistics for Businessmen	”	Jan. 18-Apr. 18	28	19	
Managing Investments	Grande Prairie	Apr. 14-Apr. 15	8	18	Investment Dealers of Canada
Managing Investments	Edmonton	Jan. 23-Mar. 19	20	123	Investment Dealers of Canada
Managing Investments	Rimbey	Feb. 1-Mar. 7	14	32	Faculty of Business Administration and Commerce and Investment Dealers of Canada
Retailing	Edmonton	Oct. 2-Dec. 18	24	18	
Sales Management	”	Jan. 15-Apr. 1	24	27	
Financial Assistance for Research	”	Mar. 11	8	93	Research Council of Alberta
Office Management and Control	”	Jan. 29-Apr. 1	20	27	
Selection and Personnel Sales Management and Marketing Seminar Series	”	Feb. 2-Feb. 3	15	21	
Marketing Research and Marketing Behavior	”	Feb. 21-Feb. 22	15	13	
Advertising and Advertising Research	”	Feb. 23-Feb. 24	15	19	
Digital Logic	”	May 29-Jun. 2	35	12	
Introduction to Computers	Red Deer	Apr. 29-May 13	9	40	Red Deer City Hall
Commercial Computer Applications	”	Sept. 13-Mar. 22	66	22	Red Deer Junior College
Commercial Computer Applications	Edmonton	Oct. 23-Apr. 8	66	21	Department of Computing Science, The University of Alberta
Introduction to Computers	Red Deer	Sept. 15-Sept. 29	6	28	Red Deer Junior College
A First Look at Commercial Computers	Edmonton	Sept. 20-Oct. 18	10	101	Department of Computing Science, The University of Alberta
Commercial Computer Programming	”	Oct. 25-Apr. 3	66	23	Department of Computing Science, The University of Alberta
A.V. Communication Workshop					
(Section 1)	”	Apr. 25-May 9	18	21	
(Section 2)	”	Feb. 5-Feb. 27	20	14	
Film Programming Workshop	”	Oct. 24-Dec. 5	14	8	
Preparation of Instructional Materials	”	Jan. 13-Mar. 16	25	16	
Local Government Refreshers					
Municipal Administration	Banff	Jun. 8-Jun. 10	18	184	Alberta Department of Municipal Affairs; Alberta Association of Municipal District Secretary-Treasurers; Urban Secretary-Treasurers' Association
School Administration	Banff	Jun. 5-Jun. 7	18	191	Alberta Department of Education, Alberta School Trustees Association, School Business Officials of Alberta

	Location	Period	Hours	Attendance	Sponsor
PROFESSIONAL					
EDUCATION					
Continuing Professional Education for Teachers:					
Mathematics—Junior High	Edmonton	Jul. 3-Jul. 14	6	40	
Mathematics—Senior High	”	Jul. 3-Jul. 14	6	33	
Social Studies	”	Jul. 3-Jul. 14	5	41	
Physical Education Workshop for Teachers of Retarded Children	”	Jul. 3-Jul. 8	42	28	Faculty of Physical Education; Canadian Association for Retarded Children; Receation Branch, Alberta Department of Youth
PHARMACY					
Hospital Pharmacy Institute	Edmonton	May 14-May 19	41	44	Faculty of Pharmacy and Faculty of Education, The University of Alberta; Pharmaceutical Association
LAW					
The Conduct of a Civil Trial	Calgary and Edmonton	May 2-May 3	14	111	Law Society of Alberta, Canadian Bar Association
Estate Planning	Red Deer	Nov. 18-Nov. 25	14	17	Red Deer Junior College
Estate Planning	Edmonton	Oct. 23-Dec. 11	16	37	
Common Law	”	Oct. 23-Dec. 11	16	29	
Introduction to Oil and Gas Law	”	Jan. 18-Apr. 25	30	15	
Seminar on Criminal Trial Practice	Calgary and Edmonton	Oct. 30	7	83	Law Society of Alberta The University of Calgary
ENGINEERING					
Application of New Statistical Methods in Hydrology	Edmonton	Jan. 19-Mar. 12	20	5	Association of Professional Engineers of Alberta; Faculty of Engineering, The University of Alberta
Mathematics for Engineers	”	Oct. 12-Dec. 10	20	29	Association of Professional Engineers of Alberta
Contract Law for Engineers (Section 1)	”	Nov. 17-Nov. 18	12	33	Association of Professional Engineers of Alberta
Contract Law for Engineers (Section 2)	”	Apr. 21-Apr. 22	12	31	Association of Professional Engineers of Alberta
Selected Topics in Hydraulic Engineering	”	Jan. 22-Mar. 25	20	7	Association of Professional Engineers of Alberta; Department of Civil Engineering, The University of Alberta
Selected Topics in Sanitary Engineering	”	Jan. 24-Mar. 27	20	10	Association of Professional Engineers of Alberta; Department of Civil Engineering, The University of Alberta
Structural Analysis Using Newark's Method	”	Jan. 25-Mar. 28	20	13	Association of Professional Engineers of Alberta; Department of Civil Engineering, The University of Alberta
Solid State Circuit Design	”	Jan. 4-Apr. 12	30	16	Association of Professional Engineers of Alberta
Fundamentals of Computer Programming	”	Jan. 16-Apr. 2	30	19	Association of Professional Engineers of Alberta

Fundamentals of Computer Programing for Scientific and Engineering Personnel					
(Section 1)	Edmonton	Oct. 19-Dec. 14	18	26	Department of Computing Science, The University of Alberta
(Section 2)	”	Jan. 25-Mar. 21	18	22	
A First Look at Computers for Engineering and Scientific Personnel	”	Sep. 21-Oct. 12	8	55	
Fundamentals of Computer Programming for Engineers	”	Oct. 3-Dec. 19	30	21	Department of Computing Science, The University of Alberta
Economics in Engineering Decision Making	”	May 24-May 25	14	42	The University of Minnesota
Engineering Management (Section 1)	”	May 26-May 27	14	22	The University of Minnesota
Engineering Management (Section 2)	”	Jul. 24-Jul. 25	14	19	The University of Minnesota
Critical Path Methods	”	Mar. 27-Mar. 29	11	37	
Statistics for Enginers	”	Oct. 4-Dec. 6	20	36	Department of Computing Science, The University of Alberta
Seminar on Construction Equipment Policy	”	Mar. 25-Mar. 26	14	23	
Seminar on Design and Construction of Flexible Pavements	”	Feb. 12-Feb. 23	100	30	Department of Civil Engineering, The University of Alberta
GEOLOGY					
Earth Science Symposium	Banff	May 7-May 12	40	62	Alberta Society of Petroleum Geologists
Topography	Edmonton	Oct. 3-Apr. 18	54	49	Association of Professional Engineers of Alberta
Rock and Mineral Identification	”	Oct. 10-Dec. 12	20	18	
Prospecting	”	Jan. 29-Mar. 20	28	38	Alberta and Northwest Chamber of Mines and Resources
General Geology	”	Jan. 23-Mar. 26	20	10	
Stratigraphy	”	Oct. 17-Feb. 6	30	41	
Advanced Prospecting	Grande Prairie	Mar. 22-Apr. 7	18	17	
DIETETICS					
Control for Food Service Operations	Edmonton	Oct. 17-Oct. 19	18	42	
AGRICULTURE					
Fundamentals of Farm Bookkeeping (Correspondence)				19	
Pesticides Home Study (Correspondence)				47	
Use of Aerial Photos for Land Classification	Edmonton	Sept. 30-Dec. 16	24	22	
Fourth Cattlemen's Short Course	Banff	Nov. 27-Dec. 1	36	65	Western Stock Growers Association
Horticultural Week	Olds	Sept. 11-Sept. 15	35	71	Alberta Department of Agriculture Alberta Horticulture Association
Animal Nutrition and Farm Management	Edmonton and Red Deer	Jan. 16-Mar. 20	40	53	Agricultural Institute of Alberta
Seventh Annual Feed Industry Conference	Calgary	Nov. 4-Nov. 5	10	125	Canadian Feed Manufacturers Association; Alberta Department of Agriculture; Faculty of Agriculture, The University of Alberta
A Study of Alberta Soils	Edmonton	Feb. 8-Apr. 23	18	20	
Beginning Home Gardening and Landscaping	”	Feb. 27-Apr. 30	15	48	

HUMAN RELATIONS, SUPERVISION, LEADERSHIP TRAINING

Farm Young People's Week	Edmonton	Jun. 21-Jun. 28	40	98	Alberta Wheat Pool; Farm Women's Union of Alberta; Farmers' Union of Alberta; United Grain Growers Ltd.; United Farmers of Alberta Co-operative Ltd.; Alberta Department of Agriculture, The University of Alberta
Western Canadian Farm Leaders Conference	Banff	Mar. 25-Mar. 29	36	20	
Leadership Techniques Course	”	Jan. 14-Jan. 26	77	61	Farmers' Union of Alberta, Alberta Wheat Pool, United Grain Growers, Alberta Indian Affairs Department, United Farmers of Alberta Co-operative Ltd.
Rural Leadership Conference	”	Feb. 18-Mar. 1	77	32	Farmers' Union of Alberta; Alberta Wheat Pool; United Grain Growers' Ltd.; Farmers' Union and Co-operative Development Association; Department of Agricultural Economics, The University of Alberta; Alberta Department of Agriculture; Agricultural Rehabilitation Development Act
Seminar on Community Development Processes	Edmonton	Dec. 11-Dec. 13	21	33	
Small Group Leadership	Banff	Feb. 25-Mar. 1	40	25	Department of Continuing Education, University of Calgary; Alberta Department of Agriculture; Department of Extension, The University of Alberta
Supervisory Techniques (Section 1)	Edmonton	Oct. 3-Dec. 19	24	28	
Supervisory Techniques (Section 2)	”	Jan. 23-Apr. 9	24	29	
Communication in Supervision	”	Sept. 11-Sept. 13	18	32	
Supervision and Leadership in the Hospital	”	Oct. 16-Mar. 18	40	56	
Supervision for Senior Registered Medical Radiology and Therapy Technicians	”	Oct. 4-Nov. 22	12	30	Canadian Society of Radiological Technicians
Institute for Public Health Nursing Supervisors	”	Jun. 5-Jun. 9	32	42	School of Nursing, The University of Alberta; Alberta Department of Public Health
Human Factors in Management and Supervision (Section 1)	”	Oct. 11-Dec. 13	20	45	
(Section 2)	”	Jan. 17-Mar. 20	20	40	
Communication in Supervision	”	Feb. 5-Feb. 7	18	33	
Human Relations Training Institute	Banff	Sept. 17-Sept. 27	70	29	
Human Relations Training Institute	Jasper	May 28-Jun. 7	70	44	
Communication and Persuasion	Edmonton	Nov. 20-Nov. 21	14	29	
Work Design: IDEALS Concept	”	Oct. 16-Oct. 17	16	22	
Alcohol and Alcoholism (Section 1)	”	Oct. 2-Nov. 27	18	36	
Alcohol and Alcoholism (Section 2)	”	Mar. 12-May 28	24	24	
Study Group on the Status of Women	”	Oct. 6-Nov. 24	16	12	
Tour of External Affairs Officers	Banff, Calgary and Edmonton	Sept. 28-Oct. 4	40	30	Canadaian Association for Adult Education

Staff Training for Public Health and Welfare Personnel	St. Paul	Dec. 6-Dec. 8	16	10	North Eastern Alberta Health Unit, Alberta Department of Welfare
Appraisal of Personnel	Edmonton	May 12-May 13	12	32	
Continuing Education for Women—Human Relations	”	Feb. 14-Apr. 17	10	15	

TABLE II

STATISTICAL INFORMATION, EXTENSION LIBRARY

CIRCULATION OF BOOKS

Open Shelf

	1966-67	*1967-68*	*Difference*
Adult books	100,833	101,969	1,136
Children's books	52,182	50,961	—1,221
	153,015	152,930	—85

Travelling Libraries

No. of Travelling Libraries:

	1966-67	*1967-68*
Adult	51	83
Mixed	15	58
Children's	4	7
	70	148

Circulation	4,529	9,190	4,661
Total Circulation	157,544	162,120	4,576

COLLECTION

No. of books at April, 1967		62,447
Accessions during the year	4,765	
Withdrawals during the year	488	4,277
No. of books at March 31, 1968		66,724

TABLE III

STATISTICAL INFORMATION, DIVISION OF VISUAL INSTRUCTION

April, 1967, to March, 1968

Number of Motion Picture Films in Library:	
8mm films	147
8mm loops	54
16mm films	3,544
New Films added	192
Obsolete Films withdrawn	99
Number of Filmstrips in Library	2,693
Number of Slide Sets in Library	68
Number of Records in Library	1,851
Number of Tapes in Library	31
Number of Transparency Sets in Library	13
Number of pieces of equipment avilable for loan or rental	117

AUDIO-VISUAL MATERIALS CIRCULATION

April, 1967, to March, 1968

	Intra-mural	*Extra-mural*	*Total 1966-67*	*Total 1967-68*
Number of 8mm Motion Picture Subjects Circulated	—	57	57	116
Number of 16mm Motion Picture Subjects Circulated	2,616	14,986	17,602	14,115
Total Number Reels of 16mm Motion Picture Films Circulated	6,332	31,767	38,099	29,804
Number of Filmstrips Circulated	181	1,484	1,665	1,837
Number of Records Circulated	580	4,593	5,173	8,723
Number of Times Audio-Visual Equipment Supplied	959	670	1,629	1,666
Number of Times Projection Service Supplied	55	13	68	150
Number of Times Screening Room Facilities Used	107	110	217	285
Number of Times Closed-Circuit Television Equipment Used	16	37	53	—
Number of Orders Processed—Total Library	—	—	11,433	12,300

STUDENT REGISTRATION

LIBERAL STUDIES		
Modern Languages and Literature	420	
Philosophy and Religion	72	
Law	314	
Science	153	
Social Sciences	309	
Household Economics	213	
History and Public Affairs	602	
High School Enrichment Lecture Series	554	
		2,637
FINE ARTS		
Music	126	
Drama	33	
Drawing and Painting	1,659	
Ceramics and Sculpture	196	
		2,014
BUSINESS OR TECHNICAL		
Certificate Programmes		
Management Development Program	633	
Fellows' Course in Banking	42	
Personnel Administration	204	
Local Government Studies	144	
General Government Studies	124	
Real Estate	163	
Registered Industrial Accountants	805	
		2,115
Other Business or Technical Education	1,281	
		1,281
PROFESSIONAL		
Education	142	
Pharmacy	44	
Law	292	
Engineering	496	
Geology	208	
Dietetics	42	
Agriculture	470	
		1,694
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		887
		10,628

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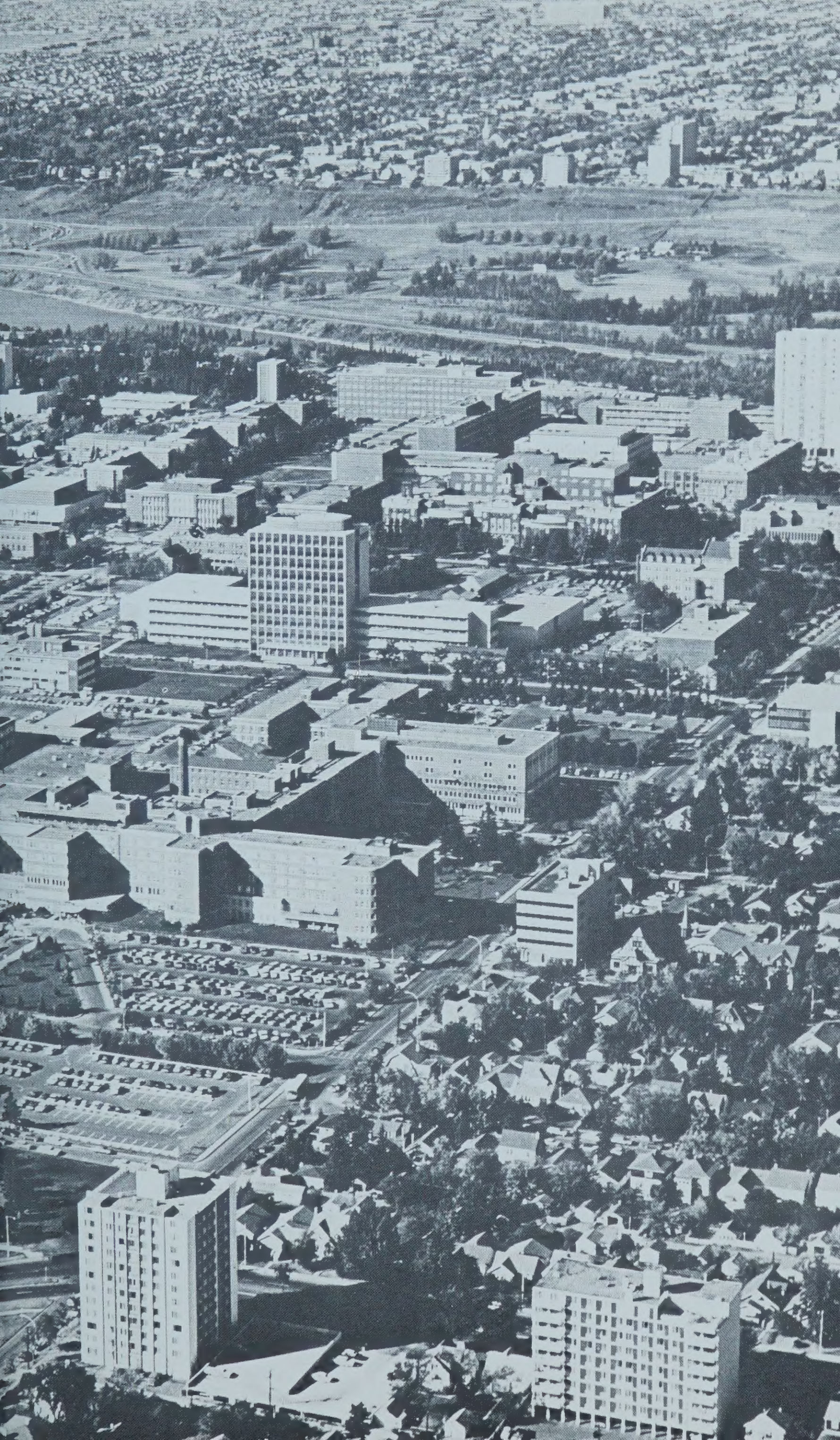

DEPARTMENT OF
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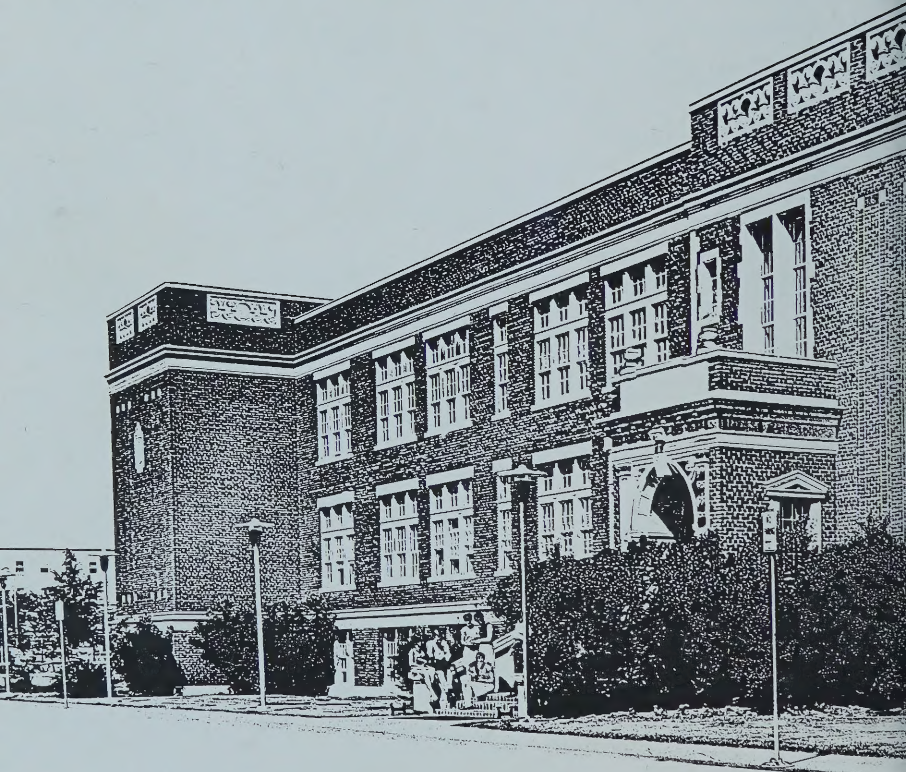

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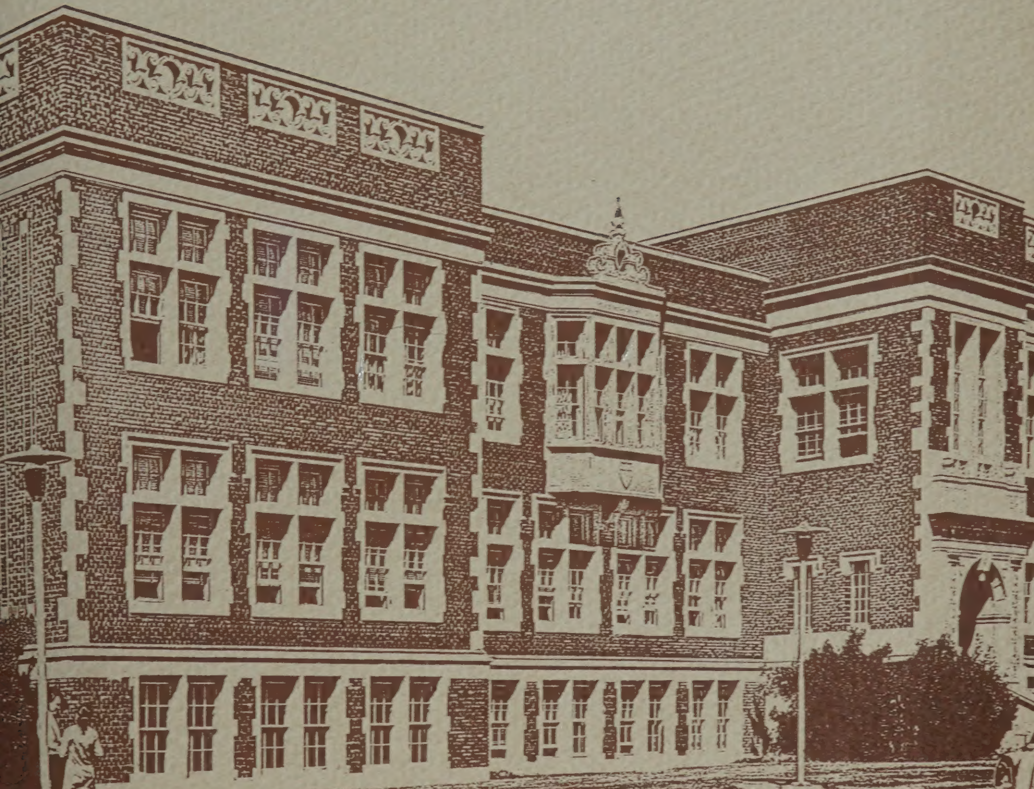
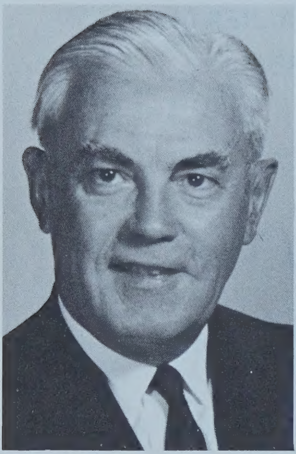


Continuing Education

DEPARTMENT OF EXTENSION
THE UNIVERSITY OF ALBERTA
EDMONTON, ALBERTA

CONTINUING EDUCATION

1969-70



FOREWORD

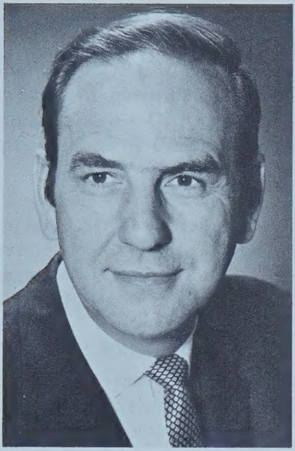
It is becoming more evident with each passing year that education should not end with the formal program of studies offered in school or university. The swift pace of change in our society, in science, in technology, in medicine, and in our economic and political life, makes it essential for informed and responsible citizens to continue their education throughout their lives.

Leisure time, at least in the case of some people, is becoming available to an increasing degree, and thousands each year are taking advantage of this fact to enrich their lives by enrolling in adult education courses in a wide variety of subjects from Mayan archeology to the application of computer science, and from practical courses in sculpture to programs for the small investor.

Your Department of Extension keeps constantly in touch with the needs and desires of the people of Alberta in an effort to provide opportunities for further education of all kinds. We hope you will study the programs available this year and enroll in the subjects of your choice for pleasure, for profit, or for professional advancement.

WALTER H. JOHNS,

President,
The University of Alberta.



The medieval university was, for all practical purposes, a closed corporation as far as the public was concerned. Developed by the church, its members read, thought, and wrote in a quiet solitude quite unrelated to the world about them. It was, in fact, a community of scholars with little concern for the dissemination of knowledge to ordinary people.

Doubtless, the university of that day is recollected with nostalgia by some. But it could hardly meet today's critical needs. The Economic Council of Canada has recently sketched out the demands which technological change will shortly impose on educators. It projects a society in which knowledge and skills gained five years before are obsolete; in which men and women will have to be trained for jobs which do not now exist; in which the regular retraining of the work force will become a necessity lest the economy stagnate; in which leisure made possible by technology offers opportunity to refresh the spirit through a renewed acquaintance with the arts and humanities. In short, the Council predicts a society in which, *as a matter of course,* adult men and women will be seeking, indeed demanding, the opportunity for retraining to fit them for a technological society characterized by rapid change.

Speculating on the future, distinguished Canadian educators have forecast a new kind of university, flexible in its organization, able to respond to the requirements of adults, graduates among them, for future education, and so structured as to meet the reality of education as a lifelong necessity rather than as a goal finally achieved with a baccalaureate degree.

The University of Alberta through its Department of Extension has, in its work over nearly 60 years—and as is evident in this Calendar—made some progress in developing the machinery through which the University can respond to community needs in continuing education. The broad range of opportunities in continuing education represented in this Calendar is representative perhaps of the kinds of opportunities that must be made available from universities in the future.

We cordially invite you to share the satisfaction which follows even a modest investment of time in these opportunities for self-expression, for growth in taste and sensitivity, and the acquisition of skills.

DUNCAN CAMPBELL,
Director of Extension,
The University of Alberta.

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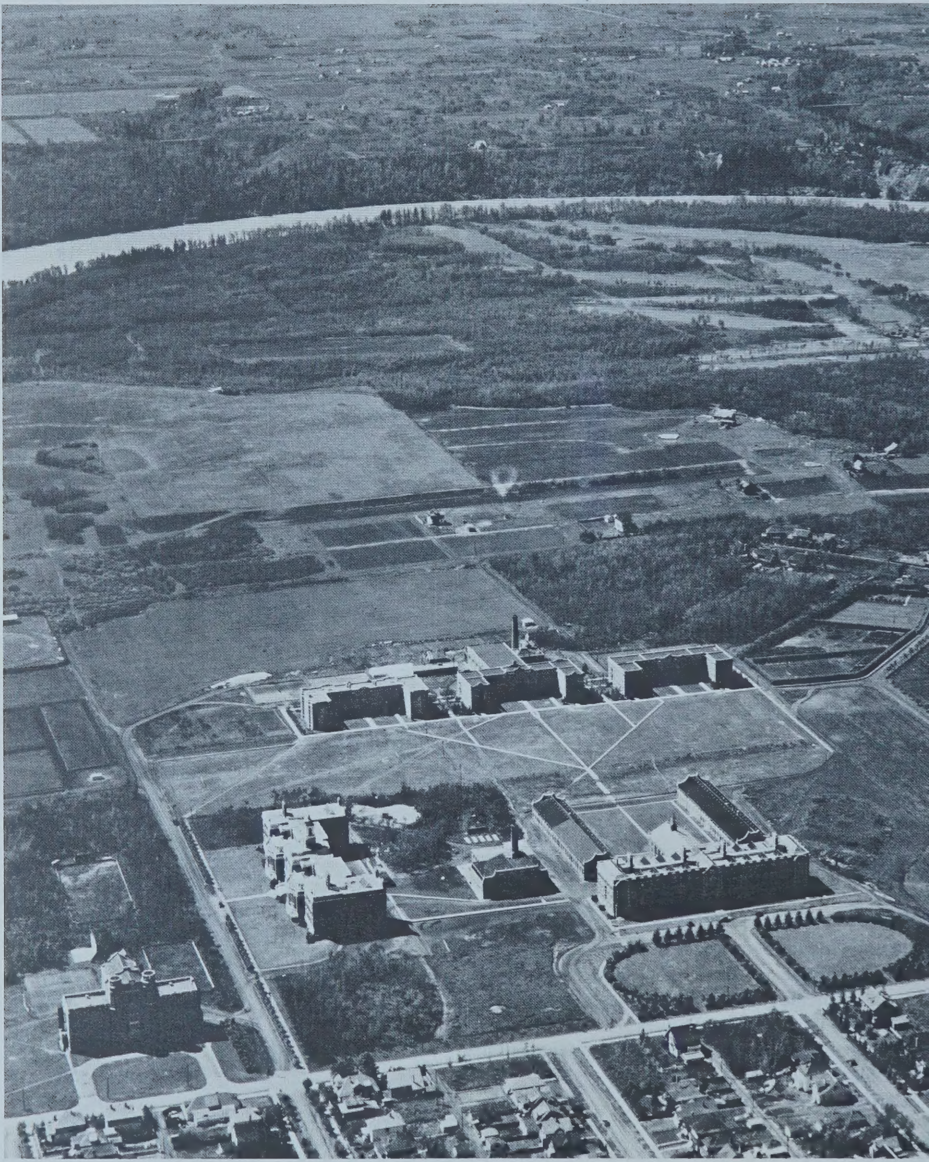


The campus in the early 1920's: it was to remain almost unchanged for 25 years.

General Information

HISTORICAL SKETCH

The University of Alberta is a publicly-supported, co-educational institution sharing with the Universities of Calgary and Lethbridge the sole right of conferring degrees, other than degrees in Divinity, within the Province of Alberta. It is a member of the Association of Commonwealth Universities, of the Association of Universities and Colleges of Canada, and of the International Association of Universities.

The University possesses 838 acres of land, of which 148 acres constitute the campus and 690 acres constitute the University Farm. Additional land is gradually being acquired. The campus borders the wooded southern bank of the North Saskatchewan River, about two miles from the business centre of Edmonton. On the campus are located some seventeen major teaching and research buildings, as well as two affiliated colleges, four halls of residence, the Students' Union, and service buildings. Adjoining are the Research Council of Alberta, the Provincial Laboratory of Public Health, two teaching hospitals, and the Northern Alberta Jubilee Auditorium.

The Beginnings of the University

Alberta became a province in 1905. In 1906 the first session of her legislature passed an act to authorize the establishment of The University of Alberta. The Act's sponsor was Alexander Cameron Rutherford, Alberta's first Premier and first Minister of Education. His government purchased the site in what was then Strathcona, and Dr. Rutherford himself persuaded Henry Marshall Tory to leave McGill to become the University's first President, an office he held from 1908 to 1928.

The act permitted all resident graduates of British and Canadian universities to register as members of Convocation. Convocation elected five members to a Senate; the government appointed ten more. The Senate, acting as the governing body of the University, established the Faculty of Arts and Science as the core of the new institution. In 1910 a revision of the *University Act* constituted the Board of Governors with powers of business management and administration.

Classes opened in September, 1908, in what is now Queen Alexandra School with forty-five students and a faculty of five: W. H. Alexander, Classics; E. K. Broadus, English; W. M. Edwards, Mathematics; L. H. Alexander, Modern Languages; and Dr. Tory. Thence they moved to the upper floor of Strathcona Collegiate Institute and then in 1911 to Athabasca Hall. Athabasca not only served as residence for staff and students, but also accommodated classrooms, laboratories, the library, the gymnasium, and the administrative offices. The members of the first graduating class received their degrees at the Convocation of 1912, with Mr. Justice C. A. Stuart presiding as Chancellor.

A period of rapid growth followed, with registration reaching 439 in 1914. Assiniboia Hall was completed in 1913, Pembina Hall in 1914, and the Arts Building was formally opened in 1915. The Faculty of Law had its beginning in 1912. In the same year the Department of Extension initiated its work of promoting a closer relationship between the University and the people of the province. In 1913 the Faculty of Applied Science (in 1948 renamed Engineering) and the Faculty of Medicine were instituted, the latter able to offer three years of a five-year program.

The Students' Union was established during the first session and the first edition of *The Gateway*, the students' newspaper, appeared in 1911. The Committee on Student Affairs began in 1912 as a joint committee of students and University officials to exercise general supervision over matters affecting student welfare and discipline. Today the Council on Student Affairs carries on its work.

Years of Challenge: 1914 to 1945

The outbreak of war in 1914 slowed the pace of development. The new University sent 438 of its staff, alumni, and students to the armed forces. Eighty-two were killed or died in active service. Their names, together with those of the casualties of the war of 1939-45, are commemorated on a bronze tablet near the entrance to Convocation Hall and by the Memorial Organ installed in 1923.

Although the war brought a halt to the building activity, the organization of the University's teaching moved on with the establishment of the Faculty of Agriculture in 1915, the the School of Accounting (later the Faculty of Commerce) in 1916, the School of Pharmacy and the sub-faculty of Dentistry in 1917, and the Department of Household Economics in 1918.

With the end of the Great War the University rapidly expanded in number of students and staff. New laboratory facilities were built adjacent to the Arts Building and the Medical Building was completed in 1921 in the form it had until new wings were added following the war of 1939-45. The curriculum was fundamentally revised in 1919-20 to permit greater freedom in election of courses. The first summer session was held in 1919. The institution of the Research Council of Alberta signified not only an increasing emphasis on science, but a further recognition of the University's involvement in the development of the province. In 1927 St. Joseph's College was opened under Roman Catholic auspices. St. Stephen's College had, as Alberta College South, been the first building on the campus. It was renamed in 1927 after the union of the Methodist and Presbyterian churches and became the United Church theological college for Alberta.

The depression years brought serious problems. Though registration did not decline its increase was painfully slow, from 1,560 students in 1929 to 2,327 in 1939. Full-time teaching staff increased even more slowly. The budget actually fell and did not recover to its pre-depression level until after the war. No new buildings were constructed after the present Corbett Hall was completed. (Corbett Hall was originally constructed as a provincial normal school, not a University building.) Dr. R. C. Wallace succeeded President Tory in 1928 and in 1936 was followed by Dr. D. A. R. Kerr who had been the first Dean of the Faculty of Arts and Science. The affiliation of Mount Royal College in 1931 marked a new beginning of university work in Calgary. The Banff School of Fine Arts opened in 1933 and the Western Board of Music was established in 1931. Entrance to the University from Grade XI was abolished in 1937. In 1930 fraternities were permitted; a less controversial change was the abolition of the old practices involved in freshman initiation.

The impact of the war of 1939 was very different from that of 1914-18. Though war naturally disrupted the University's life, there was a determination to preserve its essential being while using its facilities as fully as possible in relation to the national effort. The Air Force took over the three residences, and out-of-town students, whose numbers had not substantially declined, flocked into Garneau boarding houses and made use of a new cafeteria, known to later generations as Hot Caf and now housing the Boreal Institute. Medicine, Dentistry, and Education offered accelerated courses. Engineering offered special courses to members of the armed services. No more important development took place than the acceptance in 1945 by the University of sole responsibility for the training of Alberta teachers. The School of Education, established in 1928, became a faculty in 1942 and after the war it was, in terms of enrolment, the largest in the University.

Dr. Robert Newton was named President on Dr. Kerr's retirement in 1941. He played an important part in the framing of the *University Act* of 1942, which transferred from the Senate to the General Faculty Council jurisdiction over academic matters and vested all final authority in the Board of Governors whose jurisdiction had previously been confined to finance. No major changes in the University's constitution occurred until the *Act* of 1966 provided for the establishment of other and separate provincial universities under a Universities Commission.

Years of Expansion: *1945 to 1968*

With the end of the war, a flood of veterans poured into the University and registration rose from 2,023 in 1943-44 to a peak of nearly 7,000 in 1947-48. Accommodation in classrooms, laboratories, and libraries was pathetically inadequate, and housing was generally even less satisfactory. Army huts only partially relieved the pressure. While by 1947 student numbers had tripled from pre-war figures, the full-time teaching staff did not even double. Thereafter the pace of campus development slowly increased. New wings were added to the Medical Building in 1947 and 1948; the Students' Union Building opened in 1950; the Rutherford Library and the Engineering Building in 1951; and the Agriculture Building in 1953 (it was enlarged in 1958 to become the Biological Sciences Building). The Administration Building dates from 1957.

The hectic post-war years merged into the slower growth of the 1950's. Dr. Andrew Stewart became President in 1951 and was succeeded by Dr. Walter H. Johns in 1959. Old institutions like *The Gateway, Evergreen and Gold,* and the Students' Union flourished and new ones like the Mixed Chorus, the Freshman Introduction Week, and Varsity Guest Weekend developed. The University's work in Calgary, instituted in 1951, gradually expanded and an affiliated junior college was established in Lethbridge. These became separate universities in 1966. Student Counselling Services supplemented the Student Health Service, the latter almost as old as the University. The establishment of Graduate Studies as a

Faculty in 1957 marked a new and important emphasis on this aspect of the academic program. The growing complexity of the University's offerings led to the separation of Faculty of Arts and Science in 1963.

The expected increase in numbers as the post-war generation came to university age brought an expanded building program in the 1960's. The Physical Education Building, the Physical Sciences Building, and additions to the Medical and Engineering Buildings were followed by the Education Building, the Donald Ewing Cameron Library, the Household Economics Building, and the residence, where the dining centre was named in honor of Reg Lister who had for so many years taken care of the older residences. The Henry Marshall Tory Building was opened in 1966. In the same year the University of Calgary became fully autonomous.

Growth in student numbers is reflected in the continuing building program, including the new Engineering and Biological Sciences Buildings, and the Health Sciences complex, and in the expansion of the University into North Garneau, where many houses had already been taken over for University use. The University Farm provided a site for married students' housing. Late in 1965 a beginning was made on the new Students' Union building, which was opened in 1967. The contract with its nearby predecessor opened only fifteen years before and now University Hall symbolizes the growth of The University of Alberta in the post-war years.

ADMINISTRATIVE OFFICERS OF THE UNIVERSITY

Max Wyman, Ph.D., F.R.S.C., President
To Be Appointed, Vice-President (Academic)
D. G. Tyndall, Ph.D., Vice-President (Finance and Administration)
To Be Appointed, Vice-President, (Campus Planning and Development)
D. E. Smith, Ph.D., Dean, Faculty of Arts
D. M. Ross, Ph.D., Sc.D., Dean, Faculty of Science
G. V. LaForest, J.S.D., Dean, Faculty of Law
R. M. Hardy, Sc.D., Dean, Faculty of Engineering
W. C. MacKenzie, M.D., Dean, Faculty of Medicine
F. V. MacHardy, Ph.D., Dean, Faculty of Agriculture
H. T. Coutts, Ph.D., Dean, Faculty of Education
H. R. MacLean, D.D.S., Dean, Faculty of Dentistry
M. J. Huston, Ph.D., Dean, Faculty of Pharmacy
A. G. McCalla, Ph.D., Dean, Faculty of Graduate Studies
E. D. Chambers, Ph.D., Dean, Faculty of Business Administration and Commerce
M. L. Van Vliet, Ed.D., Dean, Faculty of Physical Education
Ruth E. McClure, M.P.H., Director, School of Nursing
Elizabeth L. Empey, Ph.D., Director, School of Household Economics
J. B. Redford, M.D., Director, School of Rehabilitation Medicine
Margaret H. B. MacLean, B.Sc., Director, School of Dental Hygiene
Sarah R. Reed, M.A., Director, School of Library Science
Duncan Campbell, M.A., Director of Extension
S. C. T. Clarke, Ed.D., Director, Summer Session and Evening Credit Program
B. B. Peel, M.A., Librarian
A. D. Cairns, B.A., Registrar

DEPARTMENT OF EXTENSION ACADEMIC STAFF

Duncan Campbell, M.A., Director of Extension
C. M. Lockwood, B.A.Sc., Associate Professor and Assistant Director
D. A. Bancroft, M.A., M.P.A., Associate Professor
D. M. Catmur, M.A., M.A.L.D., Associate Professor
G. A. Eyford, M.A., Associate Professor
R. R. Faryon, M.B.A., Associate Professor
D. N. Liteplo, B.Com., Associate Professor
J. M. McDonald, M.S.W., Associate Professor
H. W. Roberts, M.A., Associate Professor
J. A. Shaw, M.S., Associate Professor
W. H. Stewart, M.S., Associate Professor
D. D. Barry, A.O.C.A., Assistant Professor
Amy M. Elliott, M.P.H., Assistant Professor
G. W. Lamble, M.Sc., Assistant Professor
A. D. O'Brien, B.A., Assistant Professor
G. H. Wright, B.A., Assistant Professor
H. Wohlfarth, M.F.A., Hon. Ph.D., Assistant Professor
H. G. Savage, Dip. in Art, Sessional Instructor
Jane P. Van Alderwegen, Nat'l. Dip. in Design, Sessional Instructor
Mary I. Dodds, M.S., Extension Librarian
Moira L. English, M.L.S., Assistant Librarian
E. I. Savic, B.S., Assistant Librarian

ADMINISTRATIVE ASSISTANTS

Eldred G. Bancroft, B.A.
Maryanne Fishbourne, B.A.
H. M. Goldberg
Joanne V. Monro, B.A.
Ann A. Prideaux, M.A.
Alice Mary Smith, B.A.

DEPARTMENT OF EXTENSION

The Department of Extension exists to link the University and the community through education. This calendar describes in some detail part, but not all, of the extension programs of continuing education for adults which it undertakes.

The Department works as a catalyst with members of the faculty and the community to extend its program and increase the continuing education facilities available to adults in the Province. Some of the specific ways in which the Department carries out its work are

- It provides consultative services on effective ways of meeting the continuing education needs of adults.
- It develops and administers particular educational programs at the request of faculty and community members.
- It provides an administrative service to conferences, residential and non-residential short courses, seminars, workshops, and evening courses.
- It initiates and develops programs which can upgrade the continuing education opportunities in the Province, obtaining the necessary faculty and other support for such programs.
- It conducts research in matters related to continuing education.

The work of the Department is carried out by these subject area divisions supported by a general administrative office:

- Liberal Studies
- Business and Professional
- Community Resources Development
- Public Administration
- Fine Arts
- Educational Media
- Extension Library.

Registration

Unless otherwise indicated there are no educational prerequisites for most University Extension courses.

Students wishing advice as to their selection of classes are invited to apply for interviews with members of the staff who will be pleased to discuss individual programs.

In a few courses, students are required to submit a brief résumé of education background and business experience. These are specifically noted in this calendar.

It is advisable to register in advance since registration in many courses is restricted. Applications will be accepted in order of their receipt or on an indicated basis of selection, depending on the nature of the course.

Application forms may be obtained through the Department of Extension by mail or by phoning Edmonton 439-2021.

Registration by Mail: Payment by cheque or money order, payable to The University of Alberta, should accompany application forms.

Registration in Person: Extension offices are open for registration Monday through Thursday, 8:30 a.m. to 8:30 p.m., and Friday, 8:30 a.m. to 5:00 p.m., commencing September 15, 1969.

If a class is not oversubscribed students may also register at the Extension office on the first meeting of a class, but prior registration is preferable to ensure a place. Students who plan to register on the first night should report to the Extension office at least 45 minutes before the class is scheduled to begin.

In no case will telephone applications be accepted. Preliminary registration is not complete until the applicant has received a receipt for fees tendered.

The University reserves the right to restrict registration in any class, to make changes to the published list of instructors, and to cancel any class for which an insufficient number of registrations have been received. If a class is cancelled fees already paid will be refunded.

Guest Cards

In a limited number of courses, Guest Cards may be available for students who wish to attend the first lecture before deciding on their program. Application for a Guest Card must be made to the Department of Extension in person on the date of the first class. The card must be surrendered at the first class and will admit the student only to the course specified.

Students who do not register in advance or who do not present a Guest Card will not be admitted to any class.

Fees

The fee for each course is indicated in the course description. Fees must be paid in advance. The Department of Extension reserves the right to exclude from classes any student whose fees remain unpaid at the second lecture.

A Withholding Fee of Five Dollars ($5.00) is included in most fees quoted for courses. This amount is not returnable and will be withheld from all refunds to cover the cost of processing the registration and withdrawal.

A validated receipt will be received by the student when fees are paid. This must be presented at the first lecture. Persons wishing to claim an Educational Deduction on their income tax are asked to retain the pink class admittance slip for this purpose.

A reduction in fees is available in some courses for members of the same family, resident at the same address.

Refunds

Students who attend the first or any lecture of any course are liable for fees unless they notify the Department in writing of their intention to withdraw. Application for refund must be made in writing and be accompanied by the pink class admittance slip, prior to the second class in any program. After approval, three to four weeks should be allowed to process a refund. Withdrawal forms are available from the Department of Extension on request.

When a student withdraws from a course, any refund approved will be subject to the withholding of $5.00 plus a pro-rata charge based on the number of lectures held.

Non-attendance does not constitute notice of withdrawal. Unless the Department of Extension has been notified in writing that the registrant wishes to withdraw and has given approval, he is considered to be in attendance and is liable for fees.

Refund applications will not be accepted from students selected to attend courses for which a maximum registration has been assigned, once the course has commenced.

Textbooks

Books may be obtained in advance at the Extension office. If texts are not available before the first class, every effort will be made to have them at the first meeting. The Department of Extension does not assume responsibility for return of fees when texts are not immediately available.

Parking

All parking on campus has been restricted to those vehicles which are registered and have a parking permit affixed to their rear windshields. Permits may be obtained at Room 228, Corbett Hall, by Extension students on payment of the following fees:

DAY PARKING: Twenty-five stalls (Zone Ext) have been assigned to the Department of Extension.

$1.00 per month for one class per week
$2.00 per month for two or more weekly classes
Maximum fee: $12.00 per year

EVENING PARKING: (6:00-11:00 p.m.) Any campus zone or stall not metered or specifically designated as a 24 hour reserved stall.

$1.00 per month for one night per week
$2.00 per month for two nights per week
$3.00 per month for three nights per week
$4.00 per month for four nights per week
Maximum fee: $12.00 per year

Extension Library and Adult Student Centre

Payment of a course fee includes a six-month membership in the Extension Library.

Members may receive books by prepaid mail or choose them in person. The Library is open daily from 8:30 a.m. to 4:30 p.m., Monday through Friday, and is reached through the west entrance of the Rutherford Library Building on the northwest corner of 89 Avenue and 112 Street. Reading room and lending library facilities are available in the Adult Student Centre, Corbett Hall, open 1:00 p.m. to 10:00 p.m. weekdays and 9:00 a.m. to noon Saturdays.

EDUCATIONAL MEDIA DIVISION

The Educational Media Division was established in 1916 with "magic lanterns" and slide sets to serve the many isolated communities in a then agricultural Province. Its facilities today include a substantial library of 16mm educational films, filmstrips, slides, and records. It functions to provide a wide range of audio-visual material to groups of adults and organizations as a supplement to organizational programs. Through training programs, short courses, and conferences, the Educational Media Division offers instruction on the effective utilization of audio-visual materials and on their use as a valuable educational device.

16mm Film Library

Over 3,800 films in 70 subject areas are at the disposal of all interested individuals and organizations. Film materials are available at a nominal charge per reel and a printed catalogue, indexed and providing descriptions of the film materials, is available at a cost of $2.00, including supplements.

Filmstrip Library

A library of 2,651 filmstrips in 51 subject areas is available to all interested individuals and organizations. Individual filmstrips or slides are available at a modest charge per item. A descriptive catalogue is available free of charge.

Audio-Visual Equipment and Rental Service

This equipment includes both 16mm and 8mm motion picture, filmstrip, slide, overhead, and opaque projectors; tape recorders; and screens which may be rented at various rates depending on the duration of their use.

Projection Service

Trained projectionists are available from the Educational Media Division for organizations in the Edmonton area. A charge is made for this service.

Screening Room Facilities

Facilities are available at no charge for use by representatives of organizations who wish to preview films from the film library.

Audio-Visual Reference File and Information Service

An audio-visual reference file containing a wide variety of publications, pamphlets, journals, etc., is open to individuals and organizations interested in audio-visual communication. This file includes printed descriptions of audio-visual materials and equipment, aids to persons interested in the techniques of effective utilization of audio-visual materials, publications on general theory and practice, and reprints of a wide range of useful periodicals in the audio-visual field. This file is open to the public free of charge.

Representatives of organizations wishing to receive information and materials from the Educational Media Division should forward their requests to the Department of Extension, Educational Media Division, The University of Alberta, Edmonton.

While a good selection of film materials is now in the Educational Media Library, many more first-rate materials are available from other sources in the U.S.A. and Canada. The Educational Media Division will be happy to consult with individuals and organizations and to arrange to acquire these on a loan or rental basis.

Record and Tape Lending Service

Music and drama recordings on both disc and tape are available from the Educational Media Division on an individual membership. In addition to use by individuals, the recordings are intended to provide the basis for the educational programs of provincial organizations. Six or twelve month memberships are available. Additional information about the service can be obtained by writing to the Educational Media Division.

Instructional Programs

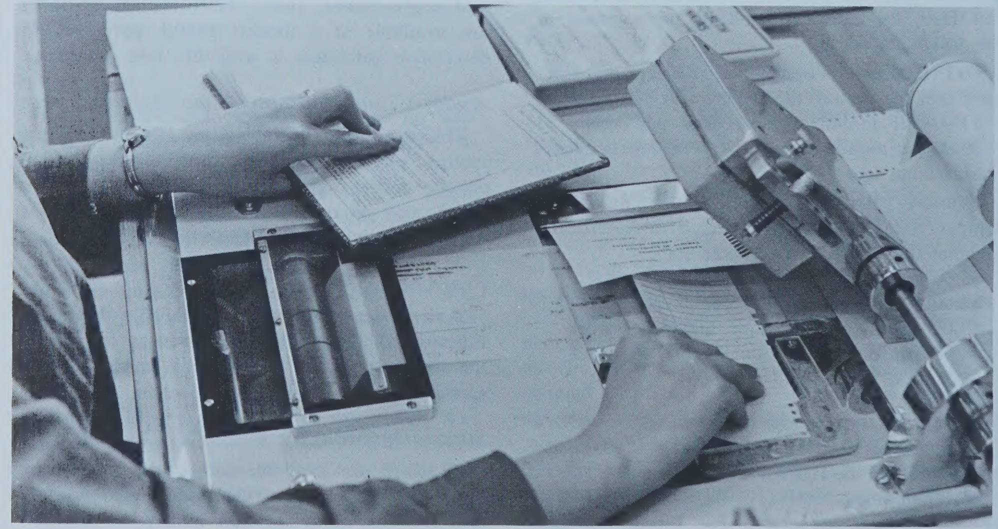
A variety of short courses and workshops in audio-visual communication and film programming is arranged annually by the Department of Extension through its Educational Media Division. For details see "Educational Media and Methods."

EXTENSION LIBRARY

The Extension Library works closely with all program activities of the Department of Extension by providing books for students registered in Extension courses, conferences, and study groups throughout the Province. In addition, the Extension Library provides a general service to residents of Alberta who have no public library in their community. Books are sent by parcel post to individuals and families throughout the Province and in travelling libraries—boxes of forty books—to small libraries and community groups of all kinds. Reading guidance and information on any subject are supplied either directly to inquirers or through inter-library loan. The collection of over 60,000 volumes puts special emphasis on adult education, community leadership, fine arts, and business administration, and provides recreational reading for adults and children.

Five kinds of membership are available at annual fees ranging from $1.00 to $5.00: junior, adult, family, group, and travelling libraries. Printed catalogues of adult books, kept up to date by supplementary lists, are for sale at a price of fifty cents to $3.00.

For further information write to the Extension Library, The University of Alberta, Edmonton 7.



Art

COMMUNITY ART CERTIFICATE PROGRAM

The Certificate Program in Art of the Department of Extension will be dominating all instruction in Community Art classes beginning with the winter session 1969-70. These classes may be attended by the following categories of students:

Certificate Students

Non-Certificate Students (who take the same type of instruction but do not intend to work toward the Certificate)

Guest-Attenders (who do not carry out the projects, exercises, or assignments and can therefore not claim any of the instructor's time except for objective criticism at the beginning of each class)

To qualify for the Certificate, three courses in each group of Preparatory, Intermediate, and Advanced courses must be *successfully* completed as illustrated in the following table:

	Hours	Credit	Required Credit
Preparatory Courses			
Composition I—Painting & Design	60	2	
Drawing I	60	2	6
Painting I	60	2	
Intermediate Courses			
Composition II—Design & Color	60	2	
Drawing II—Life	60	2	
Painting II—Life & Portrait	60	2	6
Painting II—Design	60	2	
Advanced Courses			
Composition III—Painting	72	2	
Drawing III	72	2	
Painting III—Techniques & Materials	72	2	
Painting III—Techniques & Materials	72	2	6
Painting III—Life & Portrait	72	2	
Design III—Three-Dimensional	72	2	
Total			18

Preparatory Courses

All Preparatory art classes will be organized separately by the Community Art Clubs and will be instructed by local instructors, the names of whom can be supplied by the Department of Extension. These classes will be supervised periodically and evaluated by Professor Wohlfarth or his assistant. Registration for these classes is a local matter.

Intermediate and Advanced Classes

All Intermediate and Advanced classes of the Certificate Program will be conducted and instructed by the Department of Extension with registration taken by this Department.

Registration will be on an individual basis and not by class in the payment of fees. In order to put on a class, a minimum registration of 15 students is required. Fees will be $30.00 per student for 12 classes or $40.00 per student for 20 classes.

Transfer of Credit: Students wishing to enter the Certificate Program at the Intermediate or Advanced level will be required to submit records and, if available, transcripts relating to courses completed elsewhere, together with a portfolio of work done previously. The granting of credits for such previous work will be at the discretion of the panel of examiners. Arrangements will be made for students who have been attending Community Art classes to have their work evaluated with a view to their registering in an Intermediate or Advanced class.

Evaluation: The decision of a student's successful completion of any course will be decided by a panel of examiners on the basis of an evaluation of practical work performed in the course by the student. Such evaluations will be held during the period of each course. No written exam will be held. Advancement from the preparatory to the intermediate level is only possible if the panel of examiners awards a Pass. At the end of each course the work of the student will be evaluated

—Pass

—Conditional Pass (which means he has to complete the course the following year since he did not complete it fully)

—Fail

Upon successful completion of a course, the Department of Extension will advise the student by letter.

Fundamentals of Drawing I

This course is concerned with basic training in drawing. Practical work in the studio will include a general survey of the fundamental principles used in drawing; problems of technique and composition; theory and practice of drawing; analysis of master drawings; study of line, form, pattern, light, and shade.

Instructor: Myrtle Ireland
Date: Twenty Friday evenings commencing October 3, 1969, 7:30-10:00 p.m.
Place: Memorial Center, Red Deer
Fee: $40.00

Intermediate Drawing II, Life

Gesture, contour drawing from life model, figure and composition—black and white, watercolor—washes and line—composition—wash-line 10 and 15 minutes; hard pencil—nude and portrait; tone paper—black and white India ink (crosshatch) free composition and expression.

Instructor: Harry Wohlfarth, Assistant Professor of Extension
Date: Twenty Thursday evenings commencing October 2, 1969, 7:30-10:30 p.m.
Place: Memorial Center, Red Deer
Fee: $40.00

Advanced Drawing and Painting III

A drawing and painting course concerned with advanced problems of drawing and painting techniques, and creative, experimental work. Subject matter will include figure, non-objective, and abstract problems.

Instructor: Harry Wohlfarth, Assistant Professor of Extension
Date: Twenty Thursday evenings commencing October 2, 1969, 7:30-10:00 p.m.
Place: Memorial Center, Red Deer
Fee: $40.00

Intermediate Drawing II, Life

Gesture, contour drawing from life model, figure, and composition—black and white, watercolor—washes and line—composition—wash-line and collage from model—watercolor (portrait) 10 and 15 minutes: hard pencil—nude and portrait; tone paper—black and white India ink (crosshatch) free composition and expression.

Instructor: Harry Wohlfarth, Assistant Professor of Extension
Date: Twenty Friday evenings commencing October 3, 1969, 7:30-10:00 p.m.
Place: Studio to be announced, Wetaskiwin
Fee: $40.00

Intermediate Drawing II, Life

Gesture, contour drawing from life model, figure and composition—black and white, watercolor—washes and line—composition—wash-line and collage from model—watercolor (portrait) 10 and 15 minutes; hard pencil—nude and portrait; tone paper—black and white India ink (crosshatch) free composition and expression.

Instructor: Harry Wohlfarth, Assistant Professor of Extension
Date: Twelve Wednesday evenings commencing October 1, 1969, 7:30-10:00 p.m.
Place: Banff School of Fine Arts, Banff
Fee: $30.00

Fundamentals of Drawing I

This course is concerned with basic training in drawing. Practical work in the studio will include a general survey of the fundamental principles used in drawing; problems of technique and composition; theory and practice of drawing; analysis of master drawings; study of line, form, pattern, light, and shade.

Instructor: Harry Wohlfarth, Assistant Professor of Extension
Date: Twelve Wednesday evenings commencing October 1, 1969, 7:30-10:00 p.m.
Place: Banff School of Fine Arts, Banff
Fee: $30.00

Intermediate Drawing II, Life

Gesture, contour drawing from life model, figure and composition—black and white, watercolor—washes and line—composition—wash-line and collage from model—watercolor (portrait) 10 and 15 minutes; hard pencil—nude and portrait; tone paper—black and white India ink (crosshatch) free composition and expression.

Instructor: Harry Wohlfarth, Assistant Professor of Extension
Date: Twelve Wednesday evenings commencing October 8, 1969, 7:30-10:00 p.m.
Place: Permanent Studio, Athabasca
Fee: $30.00

Fundamentals of Drawing I

This course is concerned with basic training in drawing. Practical work in the studio will include a general survey of the fundamental principles used in drawing; problems of technique and composition; theory and practice of drawing; analysis of master drawings; study of line, form, pattern, light, and shade.

Instructor: Harry Wohlfarth, Assistant Professor of Extension
Date: Twelve Wednesday evenings commencing October 8, 1969, 7:30-10:00 p.m.
Place: Permanent Studio, Athabasca
Fee: $30.00

SUMMER SHORT COURSES

Fundamentals of Composition I, Painting and Design

The study and practical application of principles of composition and picture making; methods of construction in design; theory and practice in arranging forms, both in two-dimension and in space.

Instructor: Douglas Barry, Assistant Professor of Extension

Date: June 8-19, 1970, 9:30 a.m.-12:00 noon and 1:30-4:30 p.m. (two weeks, 20 classes)

Place: Banff School of Fine Arts, Banff

Fee: $50.00

Fundamentals of Drawing I

This course is concerned with basic training in drawing. Practical work in the studio will include a general survey of the fundamental principles used in drawing; problems of technique and composition; theory and practice of drawing; analysis of master drawings; study of line, form, pattern, light, and shade.

Instructor: Harry Wohlfarth, Assistant Professor of Extension

Date: June 8-19, 1970, 9:30 a.m.-12:00 noon and 1:30-4:00 p.m. (two weeks, 20 classes)

Place: Banff School of Fine Arts, Banff

Fee: $50.00

Fundamentals of Drawing I

This course is concerned with basic training in drawing. Practical work in the studio will include a general survey of the fundamental principles used in drawing; problems of technique and composition; theory and practice of drawing; analysis of master drawings; study of line, form, pattern, light, and shade.

Instructor: Harry Wohlfarth, Assistant Professor of Extension

Date: July 6-17, 1970, 9:30 a.m.-12:00 noon and 1:30-4:00 p.m. (two weeks, 20 classes)

Place Memorial Center, Red Deer

Fee: $50.00

Fundamentals of Composition I, Painting and Design

The study and practical application of principles of composition and picture making; methods of construction in design; theory and practice in arranging forms, both in two-dimension and in space.

Instructor: Douglas Barry, Assistant Professor of Extension

Date: July 6-17, 1970, 9:30 a.m.-12:00 noon and 1:30-4:00 p.m. (two weeks, 20 classes)

Place: Memorial Center, Red Deer

Fee: $50.00

TEACHING SEMINAR FOR ASSISTANT INSTRUCTORS

Replacing the Painting Workshop for senior students, the Easter Week Workshop will be conducted as a training seminar for Assistant Instructors for Community Art Classes with special emphasis on teaching methods, curriculum, techniques, presentation, etc. This course can be attended by invitation only. There is no tuition fee.

Instructors: Harry Wohlfarth, Assistant Professor of Extension, and Douglas Barry, Assistant Professor of Extension. Third instructor to be announced.

Date: April 1-3, 1970

Place: Edmonton

EDMONTON ART CLASS PROGRAM

A broad program of painting and related subjects is offered through the Department of Extention in Edmonton, October through April. Courses include drawing, painting, design, printmaking, ceramics, and art appreciation. Facilities, including a gallery and five studios, are located in Corbett Hall, 112 Street and 82 Avenue. Classes are limited to ensure individual attention and guidance.

Registration

Registration in advance is desirable with the fee made payable to The University of Alberta and mailed to the Department of Extension.

The fee for each course is indicated in the course description and includes a registration portion of Five Dollars ($5.00) which is non-returnable in the case of withdrawal.

Open House

The Gallery Room and Studios will be open to the public for registration and interviewing the week of September 8, Monday to Thursday inclusive, from 7:00 p.m. to 8:30 p.m.

Visiting Lecturers

Visiting artists and specialists are invited to lecture and teach in the Extension Program in Art.

Extension Library

The Extension Library and the Adult Student Centre in Corbett Hall are open to all art students for study and research. Current periodicals and reproductions are available in the Gallery Room.

Scholarships and Awards

A number of scholarships and awards are presented each year at the annual Extension Art Exhibition.

Art Seminar

Group criticism and discussion with the teaching staff and students will be held each evening during one week in March, 1970, 7:30-10:00 p.m.

Edmonton Extension Art Exhibition

An exhibition of paintings, drawings, graphics, and ceramics by the Edmonton Extension Art classes will be held Monday, April 6, through Friday, April 10, 1970, in Corbett Hall.

Painting Workshop for Senior Students and Artists

This course should be of particular value to the advanced students. There will be two three-hour painting sessions daily and studio facilities will be open each evening for individual work.

Date: Thursday, May 28, through Wednesday, June 3, 1970
Place: Studios One and Two, Corbett Hall
Fee: $50.00

MONDAY

Painting I, Basic

This course is designed specifically for those students who wish to acquire a basic training in painting.

Practical work in the studio will include a general survey and exploration of the fundamental principles used in painting. Consideration will be given to the problems of technique and composition. The subject matter will deal with the theory and practice of painting; study of arrangements, both two-dimensional and three-dimensional; and studies in monochrome and full colour.

Instructor: Alfred Schmidt
Date: Twenty-four Monday afternoons commencing September 29, 1969, 1:30-4:00 p.m.
Place: Studio Two, Corbett Hall
Fee: $60.00 (class limit 18)

Drawing II, Life

The theory and practice of drawing, this course is an analysis of masters' drawings and the study of line, form, pattern, light, and shade. Portrait and figure construction will be studied as well as life drawing, using both long and quick poses.

SECTION A

Instructor: Harry Wohlfarth, Assistant Professor of Extension
Date: Twenty-four Monday afternoons commencing September 29, 1969, 1:30-4:00 p.m.
Place: Studio One, Corbett Hall
Fee: $60.00 (class limit 18)

SECTION B

Instructor: Harry Wohlfarth, Assistant Professor of Extension
Date: Twenty-four Monday evenings commencing September 29, 1969, 7:30-10:00 p.m.
Place: Studio One, Corbett Hall
Fee: $60.00 (class limit 18)

Printmaking

Designed to acquaint the student with various media used in printmaking today, this course will be an introduction to print methods working in black and white, and colour, lithography; block-printing; and etching techniques.

Instructor: Harry Savage, Sessional Instructor in Extension
Date: Twenty-four Monday afternoons commencing September 29, 1969, 1:30-4:00 p.m.
Place: Studio Three, Corbett Hall
Fee: $60.00 (class limit 15)

Drawing II, Creative Drawing and Design

This course will include study of drawing and design, and their use in creative expression with special emphasis on contemporary problems.

Instructor: Harry Savage, Sessional Instructor in Extension
Date: Twenty-four Monday evenings commencing September 29, 1969, 7:30-10:00 p.m.
Place: Studio Two, Corbett Hall
Fee: $60.00 (class limit 18)

Ceramics I, Basic

This course includes basic instruction in the design and execution of pottery by various methods including coil, slab, and wheel methods; glazing; and firing.

Instructor: Mrs. Jane Van Alderwegen, Sessional Instructor in Extension
Date: Twenty-four Monday evenings commencing September 29, 1969, 7:30-10:00 p.m.
Place: Studio Four, Corbett Hall
Fee: $100.00 including materials and lab assistance (class limit 15)

Composition I, Painting and Design

This course will include study and practical application of principles of composition and picture making; methods of construction in design; and theory and practice in arranging forms, both in two-dimension and in space.

Instructor: Douglas Barry, Assistant Professor of Extension
Date: Twenty-four Monday evenings commencing September 29, 1969, 7:30-10:00 p.m.
Place: Studio Five, Corbett Hall
Fee: $60.00 (class limit 15)

TUESDAY

Drawing I, Basic

This course is an introduction to drawing with varied media beginning in black and white, line, pattern, and form. Individual assistance will be given and group discussions will be held.

SECTION A
Instructor: Robert Carmichael
Date: Twenty-four Tuesday afternoons commencing September 30, 1969, 1:30-4:00 p.m.
Place: Studio One, Corbett Hall
Fee: $60.00 (class limit 18)

SECTION B
Instructor: Robert Carmichael
Date: Twenty-four Tuesday evenings commencing September 30, 1969, 7:30-10:00 p.m.
Place: Studio One, Corbett Hall
Fee: $60.00 (class limit 18)

Painting II, Design

A study of colour, design, and form, this course will include directed experiments in methods of painting, both past and present, and technical use of media.

SECTION A
Instructor: Ihor Dmytruk
Date: Twenty-four Tuesday afternoons commencing September 30, 1969, 1:30-4:00 p.m.
Place: Studio Two, Corbett Hall
Fee: $60.00 (class limit 18)

SECTION B
Instructor: Mrs. Diane Whitehouse
Date: Twenty-four Tuesday evenings commencing September 30, 1969, 7:30-10:00 p.m.
Place: Studio Two, Corbett Hall
Fee: $60.00 (class limit 18)

Ceramics II

This course is designed especially for those students with previous experience and training. Practical work in the studio will include slab and wheel methods, glazing, and firing.

Instructor: Mrs. Jane Van Alderwegen, Sessional Instructor in Extension
Date: Twenty-four Tuesday evenings commencing September 30, 1969, 7:30-10:00 p.m.
Place: Studio Four, Corbett Hall
Fee: $100.00 including materials and lab assistance (class limit 15)

Composition II, Design and Colour

A study of colour, design, and form, and their use in creative expression, this course will put special emphasis on contemporary problems.

Instructor: Ihor Dmytruk
Date: Twenty-four Tuesday evenings commencing September 30, 1969, 7:30-10:00 p.m.
Place: Studio Five, Corbett Hall
Fee: $60.00 (class limit 15)

WEDNESDAY

Composition I, Painting and Design

This course will include study and practical application of principles of composition and picture making; methods of construction in design; and theory and practice in arranging forms, both in two-dimension and in space.

Instructor: Douglas Barry, Assistant Professor of Extension
Date: Twenty-four Wednesday afternoons commencing October 1, 1969, 1:30-4:00 p.m.
Place: Studio Five, Corbett Hall
Fee: $60.00 (class limit 15)

Painting I, Basic

This course is designed specifically for those students who wish to acquire a basic training in painting.

Practical work in the studio will include a general survey and exploration of the fundamental principles used in painting. Consideration will be given to the problems of technique and composition. The subject matter will deal with the theory and practice of painting; study of arrangements, both two-dimensional and three-dimensional; and studies in monochrome and full colour.

SECTION A
Instructor: Alfred Schmidt
Date: Twenty-four Wednesday afternoons commencing October 1, 1969, 1:30-4:00 p.m.
Place: Studio One, Corbett Hall
Fee: $60.00 (class limit 18)

SECTION B
Instructor: Robert Carmichael
Date: Twenty-four Wednesday evenings commencing October 1, 1969, 7:30-10:00 p.m.
Place: Studio One, Corbett Hall
Fee: $60.00 (class limit 18)

SECTION C
Instructor: Mrs. Diane Whitehouse
Date: Twenty-four Wednesday evenings commencing October 1, 1969, 7:30-10:00 p.m.
Place: Studio Two, Corbett Hall
Fee: $60.00 (class limit 18)

Painting III, Techniques

A thorough investigation of various schools of painting and techniques used by contemporary painters, this course gives particular emphasis on supports, pigments, and vehicles. Lectures and practical work in the studio will include mixed media and acrylic paints.

Instructor: Harry Savage, Sessional Instructor in Extension
Date: Twenty-four Wednesday afternoons commencing October 1, 1969, 1:30-4:00 p.m.
Place: Studio Two, Corbett Hall
Fee: $60.00 (class limit 15)

Printmaking

Designed to acquaint the student with various media used in printmaking today, this course will be an introduction to print methods working in black and white, and colour; lithography, blockprinting; and etching techniques.

Instructor: Harry Savage, Sessional Instructor in Extension
Date: Twenty-four Wednesday evenings commencing October 1, 1969, 7:30-10:00 p.m.
Place: Studio Three, Corbett Hall
Fee: $60.00 (class limit 15)

Ceramics II

This course is designed especially for those students with previous experience and training. Practical work in the studio will include slab and wheel methods, glazing, and firing.

Instructor: Mrs. Jan Van Alderwegen, Sessional Instructor in Extension
Date: Twenty-four Wednesday afternoons commencing October 1, 1969, 1:30-4:00 p.m.
Place: Studio Four, Corbett Hall
Fee: $100.00 including materials and lab assistance (class limit 15)

THURSDAY

Painting, Landscape

Work in this course will be from observation and imagination in all media. The initial meeting will take place in Studio One, Corbett Hall, but subsequent meetings will be held outdoors, weather permitting.

Instructor: P. H. Henson
Date: Ten Thursday afternoons commencing September 11, 1969, 1:30-4:00 p.m.
Place: Studio One, Corbett Hall
Fee: $30.00 (class limit 18)

Painting II, Portrait

This course will comprise advanced drawing and painting from life and portrait models. Varied and creative use of media and techniques will be studied.

Instructor: Paul Braid
Date: Twenty-four Thursday evenings commencing October 2, 1969, 7:30-10:00 p.m.
Place: Studio One, Corbett Hall
Fee: $60.00 (class limit 18)

Painting III, Advanced Life and Portrait

A continuation of Painting II, this course will stress experimental techniques and composition.

Instructor: Douglas Barry, Assistant Professor of Extension
Date: Twenty-four Thursday evenings commencing October 2, 1969, 7:30-10:00 p.m.
Place: Studio Two, Corbett Hall
Fee: $60.00 (class limit 18)

Looking at Art

This series of illustrated lectures, discussions, and studio work will assist the student in understanding art, first of all by studying a large number of representative paintings and slides, and then by determining with the instructor what makes a good painting. The purpose of the course is to develop in the student a critical appreciation of painting and a basis for sound judgment and comparison.

An attempt will be made to understand how the artist views the world and why he chooses to represent it in his particular style or manner. How does art serve for the artists as an interpretation of reality? By studying and discussing many paintings and by tracing the development of recent art movements, the student will be made familiar with some of the principles guiding great painters. There will also be discussion of very recent and controversial innovations and experiments in painting.

The course will be limited largely to painting of the 19th and 20th centuries.

Instructor: Mrs. Karen Kissin Wilkin
Date: Twenty-four Thursday evenings commencing October 2, 1969, 8:00-10:00 p.m.
Place: Studio Three, Corbett Hall
Fee: $60.00 (class limit 15)

Ceramics III, Advanced

This course includes advanced instruction in ceramic design and study of the properties of clays and glazes.

Instructor: Mrs. Jane Van Alderwegen, Sessional Instructor in Extension
Date: Twenty-four Thursday evenings commencing October 2, 1969, 7:30-10:00 p.m.
Place: Studio Four, Corbett Hall
Fee: $100.00 including materials and lab assistance (class limit 15)

SATURDAY

Painting I, Basic

This course is designed specifically for those students who wish to acquire a basic training in painting.

Practical work in the studio will include a general survey and exploration of the fundamental principles used in painting. Consideration will be given to the problems of technique and composition. The subject matter will deal with the theory and practice of painting; study of arrangements, both two-dimensional and three-dimensional; and studies in monochrome and full colour.

Instructor: Pat Kemball
Date: Twenty-four Saturday mornings commencing October 4, 1969, 9:30 a.m. - 12:00 noon
Place: Studio One, Corbett Hall
Fee: $60.00 (class limit 18)

Painting II, Design

A study of colour, design and form, this course will include directed experiments in methods of painting, both past and present, and technical use of media.

Instructor: Mrs. Diane Whitehouse

Date: Twenty-four Saturday mornings commencing October 4, 1969, 9:30 a.m. - 12:00 noon
Place: Studio Two, Corbett Hall
Fee: $60.00 (class limit 18)

Painting, Landscape

Work in this course will be from observation and imagination in all media. The initial meeting will take place in Studio One, Corbett Hall, but subsequent meetings will be held outdoors, weather permitting.

Instructor: P. H. Henson
Date: Ten Saturday afternoons commencing September 13, 1969, 1:30-4:00 p.m.
Place: Studio One, Corbett Hall
Fee: $30.00 (class limit 18)

CERTIFICATE PROGRAM IN ART

Students participating in the Extension art program in Edmonton may elect to enrol in the Certificate Program in Art. The purpose of this program is to provide integrated instruction in drawing and painting over a minimum period of three years. In order to receive recognition in the form of a certificate, the student is required to successfully complete nine courses, three each of first, second, and third year courses in that order, of those designated as certificate program classes below.

	Hours	Credit	Required Credit
First Year			
Composition I—Painting & Design	60	2	
Drawing I—Basic	60	2	6
Painting I—Basic	60	2	
Second Year (A minimum of 3 electives, prerequisite 6 credits or 180 hours)			
Composition II—Design & Colour	60	2	
Drawing II—Life	60	2	
Drawing II— Creative Drawing and Design	60	2	6
Painting II—Design	60	2	
Painting II—Portrait	60	2	
Third Year (A minimum of 3 electives, prerequisite 12 credits or 360 hours)			
*Composition III—Advanced Painting	72	2	
*Drawing III—Advanced	72	2	
Painting III—Techniques	72	2	6
Painting III—Advanced Life & Portrait	72	2	
*Design III—Three Dimensional	72	2	
Total Credits			18

A portfolio of work will be required for evaluation and as evidence of qualification for the certificate.

*Not being offer in 1969-70

Business and Professional

MANAGEMENT SCIENCE CERTIFICATE PROGRAM

This new certificate program, offered by the Department of Extension in co-operation with the Faculty of Business Administration and Commerce and the Department of Computing Science, is the first evening series of its kind to be offered in Canada. The subjects will be of interest to graduate engineers wishing to shift from their technical field to quantitative management areas, to business graduates with a limited background and experience in the management sciences, to computer programmers and systems analysts concerned with business application, and to executives who wish to understand in some depth the application of computers and management science.

The program is divided into two sections: Phase I to be completed before continuing to Phase II. Subjects included in Phase I will commence in the fall, 1969; subjects comprising Phase II will be offered beginning in 1970.

General Information

Two sessions will be offered each year, the fall session beginning in September and the winter session beginning in January. Each course will comprise fifteen lectures, one each week, usually held from 7:30 to 9:30 p.m. Students may enrol in only two subjects per session.

In addition to attending lectures, students will be required to complete home and laboratory assignments, and to write one or two examinations in each subject. To qualify for a University Certificate in Management Science, a candidate must complete all nine subjects with a minimum average of 65 per cent and obtain a minimum grade of 50 per cent in each subject.

Admission Requirements

Applicants to this program will be expected to have a senior high school diploma, to be over the age of twenty-five, and to have recognized experience in a managerial position. While all applicants to certificate programs are normally considered by an advisory committee, applicants to the Management Development Certificate Program who have a university degree or diploma will be accepted without this formality.

Fees and Registration

The fee for each of the subjects is $75.00 inclusive of textbooks, materials, and use of The University of Alberta computer.

Applications must be returned by August 25, 1969, to the Department of Extension.

PROGRAM SCHEDULE

PHASE I

Business Mathematics

Mathematical background necessary for the Management Science Certificate Program, this course consists of a brief review of algebra, elements of differential and integral calculus, not including trigonometric functions.

Date: Thursdays commencing September 11, 1969, 7:30-9:30 p.m.; and January, 1970.

Computer Basics

The nature of computers, programming in higher level languages such as FORTRAN, and computer oriented systems will be discussed. Other topics will include access to program libraries, and emphasis on information and control functions of the decision making process.

Date: Tuesdays commencing September 9, 1969, 4:30-6:30 p.m.

Probability and Statistics

This is an introduction to the concepts of probability theory and statistical inference for business applications. Probability distributions, estimation, inference, hypothesis testing, sampling, and nonparametric statistics will also be considered.

Date: Wednesdays commencing September 10, 1969, 7:30-9:30 p.m.

Management Science and Business

Management Science is the science of analysis. Management is the art of choice, decision, action. This course looks at the interface, how the manager can use the ideas and techniques of the science, how the management scientist can interpret and satisfy the goals of the manager, and the structure and process of the organizations.

Date: January, 1970

Optimization I

This course will consider the importance of the notion of optimization in business, model building for optimization, computation of maxima and minima by traditional methods, constrained optimizations, and linear programming sensitivity

analysis, with regard to their application in business and industry and in public problems.
Date: January, 1970

PHASE II

Information Systems

This course will consider the design and operation of computer-oriented business systems, the relationship of hardware and software to the information system, and the place of the information system in a business organization.
Date: 1970

Simulation and Systems Analysis

Topics to be discussed in this course are the purpose of simulation, model building, deterministic and stochastic models, event-oriented and fixed-time interval simulations, validation, optimization, simulation strategies, and simulation languages and classifications. Examples from all areas of business will be presented.
Date: 1970

Decision Theory

Regression analysis and analysis of variance, experimental design, Bayesian statistics, decision-making under uncertainty, sequential sampling, and decision making will be discussed.
Date: 1970

Optimization II

This course will present the transportation problem, dynamic programming, branch and bound techniques, non-linear programming, and heuristic methods. Case studies will be used.
Date: 1970

MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM

This program is intended to provide an intensive review of management functions and to assist the student in the development of the skills and understanding which contribute toward his professional enrichment as a manager or an executive. Arranged by the Department of Extension in association with the Faculty of Business Administration and Commerce, this series is open to both men and women who have assumed, or will shortly be assuming, positions of responsibility in management.

ADVISORY COMMITTEE

Duncan Campbell, Director of Extension, The University of Alberta
R. R. Faryon, Associate Professor, Department of Extension, The University of Alberta
D. S. K. Gray, President and General Manager, Alberta Mack Truck Distributors Limited
J. R. Kandler, Comptroller-Administration Manager, Healy Ford Center
S. A. Keays, President, Waterloo Motors Limited
C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta
Dr. R. E. Schneck, Associate Professor, Faculty of Business Administration and Commerce, The University of Alberta
I. K. Sutherland, Vice-President, Northwest Pulp and Power Limited, Hinton
R. Sutherland, President, Canadian Engineering Surveys Ltd.
R. B. Wishart, Administrator of Student Awards, The University of Alberta

General Information

Lectures are presented from 7:30 to 9:30 p.m. once each week for 25 weeks commencing the week of September 29. Students may enrol in not more than two subjects in the same session. The program can be completed in three years by undertaking two courses each session, but students may proceed at their own pace if desired.

Students are required to complete home assignments and write at least two examinations in each subject in addition to attending lectures. To qualify for a University Certificate in Management Development, a candidate must complete six courses with a minimum grade of 50 per cent and obtain at least 65 per cent in two of those courses.

Examinations are conducted in April with supplemental examinations for unsuccessful candidates being held in September. Students are permitted to write only two examinations in the same subject without applying again for admission.

The program is composed of core and elective subjects. All three core courses must be completed along with elective subjects.

Admission Requirements

Applicants to this program will be expected to have a senior high school diploma and be over the age of twenty-five in addition to having recognized experience in a managerial position.

Applications are invited from members of business and industrial firms, labour ogranizations, and the civil service.

All new applications will be reviewed by the Advisory Committee shortly before the commencement of classes and candidates will be advised of their status immediately following.

Those who lack Grade XII standing but who have had suitable experience may be admitted to the program conditionally on the recommendation of the Advisory Committee and, if successful, be invited to continue.

Fees and Registration

The fee for each of the subjects comprising the program is $90.00 inclusive of tuition, textbooks, and materials.

The University of Alberta reserves the right to restrict registration in any class or cancel any class for which there is insufficient registration.

Brochures outlining the subjects and schedule of classes in detail are available.

Individual subjects in the Management Development Certificate Program will be offered in Red Deer, Grande Prairie, Lethbridge, and Hinton in 1969-70.

CORE SUBJECTS

Business Organization and Administration

This course is an examination of organizations from a behavioral science point of view including emphasis on interpersonal relations, small group functioning, and formal organization.

Canadian Economic Development

Basic economic theory and the techniques used in modern economic analysis will be dealt with as well as the factors influencing Canada's economic development.

Management Accounting and Financial Controls

This course looks at how accounting can provide information to serve the management decision-making process. Attention is given to traditional accounting only in so far as it will aid understanding.

ELECTIVE SUBJECTS

Business Finance

This course is designed to present the point of view of the chief financial officer of a company with regard to financial decision-making and administration.

Personnel Administration

Emphasis in this course will be on developing competence in problem solving techniques. The traditional areas of personnel administration will form the basis for this approach.

Commercial Law

This course will provide an introduction to the complexities of commercial law with special reference to the law of contracts, sale of goods, conditional sales, bulk sales, and agency.

Marketing

This is an introduction of basic principles to provide a foundation for examining business operations and consumer behavior through the use of case analysis.

Production Management

Case studies will be used in this examination of the problems and techniques of increasing and controlling productivity. Critical Path Methods and other associated uses of computers will be covered. (Will not be offered 1969-70)

Commercial Data Processing

This is a lecture and laboratory assignment course concerning the fundamentals of programming electronic digital computers and their application to business and industry.

Business Policy

Designed to integrate work in the functional areas of the total program, this advanced course presents complex problems at the level of top management. Prerequisite: successful completion of at least three other subjects in the program.

Business Communications

This course consists of four main topics—writing, reading, speaking, and listening. The major actiivty of the course is practice in the skills required for effective communication at all levels.

THE INSTITUTE OF CANADIAN BANKERS' PROGRAM

This program is administered by the Department of Extension in conjunction with the Institute of Canadian Bankers, the educational branch of the Canadian Bankers' Association.

The program is designed specifically for staff members of Canadian Chartered Banks and the purpose is to provide formal education for men and women who wish to prepare themselves for responsible positions in banking. The program complements rather than replaces the specific job training program of the individual bank by providing opportunities for broadened education which stresses the need to adapt to a changing environment.

Complete information regarding the overall requirements of the Institute of Canadian Bankers' Program may be obatined from the applicant's staff or personnel department. Students being transferred in or out of Edmonton should contact the ICB for information about correspondence courses and courses offered in other areas.

ADVISORY COMMITTEE

R. R. Faryon, Associate Professor, Department of Extension, The University of Alberta

L. C. Leitch, Professor, Faculty of Business Administration and Commerce, The University of Alberta

C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta

D. A. Smith, Supervisor of Personnel, Toronto-Dominion Bank, Edmonton

COURSES OFFERED BY THE DEPARTMENT OF EXTENSION WHICH ARE RECOGNIZED BY THE INSTITUTE OF CANADIAN BANKERS'

I.C.B Syllabus	Department of Extension Equivalent
PART I Letter of Accomplishment	
The Banker and Society	As described below
Business Administration in Canada	*Business Organization and Administration
PART II Associate Certificate (AICB)	
First Year	
Financial Analysis and Control	*Management Accounting and Financial Controls
Communications	*Business Communications
Second Year	
Economics	*Canadian Economic Development
Legal Aspects of Business in Canada	*Commercial Law
PART III Fellow's Diploma (FICB)	
First Year	
Business and Personal Finance	*Business Finance
Management I	*Personnel Administration
Second Year	
Management II	*Business Policy
Optional	*Marketing or *Production Management

*Course descriptions are listed in the Management Development Certificate Program outlined in this publication.

The Banker and Society

This course will deal with the part finance plays in society, where banks fit into the financial system, what banks are, and what they do.

General Information

Lectures are presented from 7:30 to 9:30 p.m. once each week for 25 weeks commencing the week of September 29, 1969. A student may enrol in not more than two subjects in the same session.

Students are required to complete home assignments and write at least two examinations in each subject, in addition to attending lectures.

To qualify for recognition in each of the three parts of the program, students will be required to attain a minimum grade of 50 per cent in each of the compulsory courses.

Final examinations are conducted in April with supplemental examinations for unsuccessful candidates being held in September. Students are permitted to write only two examinations in the same subject without applying again for admission.

Fees and Registration

The fee for each of the subjects is $90.00 inclusive of tuition, textbooks, and materials.

Full information and application forms are available from the staff or personnel department of the applicant's bank. Completed applications must be returned to that office by September 2, 1969.

Seminar

A one-day orientation seminar will be held for new registrants before classes begin to introduce them to their course of studies, familiarize them with the campus, and provide them with an opportunity to meet other members of their classes.

PERSONNEL ADMINISTRATION CERTIFICATE PROGRAM

The Certificate Program in Personnel Administration is offered by the Department of Extension in co-operation with the Faculty of Business Administration and Commerce, and the Personnel Association of Edmonton. It is designed to provide managers in the personnel field with a knowledge of modern techniques and an educational background pertinent to the requirements of their profession.

ADVISORY COMMITTEE

W. H. Chidgey, Personnel Selection Officer, Government of Canada

R. R. Faryon, Associate Professor, Department of Extension, The University of Alberta

J. Livingstone, Personnel Manager, Northwestern Utilities Limited

C. M. Lockwood, Assistant Dirctor, Department of Extension, The University of Alberta

J. W. Morrill, Personnel Manager, R. Angus (Alberta) Limited

Dr. A. G. Perroni, Associate Professor, Faculty of Business Administration and Commerce, The University of Alberta

K. Robertson, Public Service Commissioner, Province of Alberta

Dr. E. S. Shihadeh, Associate Professor, Faculty of Business Administration and Commerce, The University of Alberta

W. G. Wright, Superintendent of Industrial Relations, Steel Company of Canada

General Information

Lectures will be offered in each subject once a week, 7:30-9:30 p.m. The 25-week courses will commence the week of September 29, while three of the 15 week courses will begin the week of September 8 and three will begin in January. Students may not enrol in more than two subjects in the fall or winter sessions. The program can be completed in three years by undertaking two courses each session, but students may proceed at their own pace.

Students are required to complete home assignments and write one or two examinations in each subject in addition to attending lectures.

To qualify for a University of Alberta Certificate in Personnel Administration, students must complete all eight subjects with a minimum grade of 50 per cent in each.

Examinations are conducted in December and April with supplemental examinations for unsuccessful candidates being held in September. Students are permitted to write only two examinations in the same subject without applying again for admission.

Admission Requirements

Applicants will be expected to have a senior high school diploma and to be over the age of twenty-five in addition to having recognized personnel or supervisory experience in a managerial capacity. Applications are invited from business and industrial firms, labour organizations, and the civil service.

All new applications will be reviewed by the Advisory Committee shortly before the commencement of classes and candidates will be advised of their status immediately.

Those who lack Grade XII standing but who have had suitable experience may be admitted to the program conditionally on the recommendation of the Advisory Committee and, if successful, invited to continue.

Fees and Registration

The fee for each of the 25 week-long courses is $90.00, and the fee for the subjects of 15 weeks duration is $60.00. The course fee is inclusive of tuition, textbooks, and materials.

The University of Alberta reserves the right to restrict registration in any class or cancel any class for which there is insufficient registration.

Brochures outlining the subjects and schedule of classes in detail are available.

THE PROGRAM

Business Organization and Administration

This is an examination of organizations from a behavioral science point of view including emphasis on interpersonal relations, small group functioning, and formal organizations. (25 weeks)

Canadian Economic Development

Basic economic theory and the techniques used in modern economic analysis will be dealt with as well as the factors influencing Canada's economic development. (25 weeks)

Personnel Administration

Emphasis will be on developing competence in problem solving techniques. The traditional areas of personnel administration will form the basis for this approach. (25 weeks)

Labour Economics

This course will provide the student with a working knowledge of the economic theory effecting labour and the labour movement. Students must have taken Canadian Economic Development. (15 weeks)

Training and Development of the Work Force

This course is designed to equip the student to undertake responsibility in assisting the business organization to acquire and develop the human resources it needs to meet its objectives. (15 weeks)

Labour Relations

Among other topics provincial legislation, bargaining, conciliation and arbitration will be covered to prepare the student for dealing with union and other labour relations problems. Students must have completed Canadian Economic Development. (15 weeks)

Salary and Wage Administration

This course informs the student on theory and practice in the area of establishing compensation procedures for various levels of employees. (15 weeks)

Research Methodology

This course is designed to develop an understanding of research design techniques and data accumulation. Emphasis will be placed on explanatory surveys and problem solving techniques.

GENERAL BUSINESS AND PROFESSIONAL COURSES

Expo '70 Tour to Japan

The Department of Extension is offering a businessman's tour of Japan during Expo '70.

This is a three-week tour which will visit principal cities and some of the more rural areas of Japan. Cultural and industrial tours will be made in each city, and three days have been allotted to visit Expo '70 in Osaka. Cities included in the tour are Tokyo, Nagoya, Kyoto, Nara, Osaka, Kobe, Kurshiki, and Nikko, with side-trip options of Hiroshima or Himeji and Tottori.

The flight will leave Vancouver April 25, 1970, and will return from Tokyo on May 17, 1970.

The fee, all-inclusive from Edmonton, is $1,165. Registration must be completed before October 24, 1969.

A detailed itinerary is available from the Department of Extension.

Geological Field Trip to Southern Norway and England

A field trip is being planned for a three-week tour of classical geological localities in Britain and Southern Norway. A charter flight will go to Norway where the group will spend two days touring outcrops and geological settings of interest in that area. After travelling along the coast, the group will head for Britain. Equal time will be spent at Nottingham, St. David's in Pembrokeshire, and Torquay in Devonshire. Additional information such as registration deadline, fees, and itinerary will be available in September. The tour leader will be Dr. Roger Morton, Associate Professor of Geology.

The 1970 National Conference on Earth Science—Banff

This annual residential seminar is offered in conjunction with the Alberta Society of Petroleum Geologists and is designed to keep practising geologists abreast with advances in their field. The topic for the 1970 conference is "Tectonic Styles of Deformed Belts". A team of three experts in this field will lecture and conduct laboratory sessions.

Date: May 4-8, 1970

Surveying and Mapping Colloquium for the Petroleum Industry

The program for this colloquium will include lectures, panel discussions, and group sessions on co-ordinate systems, new methods of data filing and retrieval of control surveys, computer applications in mapping of geophysical and geological data, the metric system, a positive approach to the problems of adopting metric units, map index systems, map projection systems, scales, offshore exploration, and government requirements for leasing and drilling control systems.

This program should be of interest to engineers, surveyors, geologists, geophysicists, cartographers, and hydrographers. It should be of particular value to those involved in establishing policy for their organizations in this field. The lectures will be given by acknowledged experts in the various fields.

Date: October 15, 16, and 17, 1969

Place: Banff Centre for Continuing Education, Banff

The Effective Executive

This seminar is built around Peter Drucker's Effective Executive Film Series, and will be of interest to those decision makers who are not satisfied with being merely competent, but who also wish to be effective. Effectiveness, says Peter Drucker, can be learned. Effectiveness is self-discipline. This two day presentation will be conducted by University of Alberta faculty members who are teaching and researching in the behavioural sciences. The films are "Managing Time", "What Can I Contribute?", "Focus on Tomorrow", "Effective Decisions", and "Staffing for Strength".

Date: A Friday and Saturday in October, 1969, 9:00 a.m.-4:30 p.m.

Fee: $55.00 inclusive of parking, seminar materials, and daily luncheon

Management and Motivation

This three day seminar will be of interest to business managers and others who have a responsibility for establishing and maintaining a high level of motivation in their organizations. The lectures, review, and interpretation of current behavioural sciences theory will be conducted by University of Alberta faculty members, and will be supplemented by a series of films and readings by some of the well-known writers in the field.

The Gellerman Motivation and Productivity film series includes the following films: "Theory X and Theory Y" (based on the work of the late Douglas McGregor); "Understanding Motivation" (Saul W. Gellerman); "The Management of Human Assets" (Rensis Likert); "Motivation Through Job Enrichment" (Frederick Herzberg); "Human Nature and Organizational Realities" (Chris Argyris); and "The Self-Motivated Achiever" (David D. McClelland).

Date: A Thursday, Friday, and Saturday in October or November, 1969, 9:00 a.m.-4:30 p.m.

Fee: $75.00 including materials, parking, and daily luncheon

The Motivation to Work

This five film series is an in-depth description of the Motivation-Hygiene theory of Frederick Herzberg and its application to the problem of increasing efficiency in business and industry. Dr. Herzberg maintains that the way employees are used, not the way they are treated, is an important factor in productivity and efficiency. The films provide insights into how the motivation-hygiene theory is being applied in many companies and the results obtained.

This two day seminar will be presented by members of The University of Alberta faculty, and will provide a review and interpretation on current theory in the behavioural sciences by utilizing a new film series on motivation.

Date: A Friday and Saturday in October or November, 1969, 9:00 a.m.-4:30 p.m.

Fee: $50.00 inclusive of parking, materials, and daily luncheon

Restaurant and Food Service Operations

This seminar will cover subject areas of interest to the hotel and restaurant industry. The following aspects of food service operations will be discussed: facilities, planning, layout, control procedures and profitability, and employee motivation.

Instructors: Dr. Douglas C. Keister, School of Hotel and Restaurant Management, University of Denver; Chuck Y. Gee, School of Travel Industry Management, University of Hawaii; Dr. A. G. Perroni, Associate Professor, Faculty of of Business Administration and Commerce

Date: February 10, 11, 12, and 13, 1970

Managing Investments

A series of lectures offered in co-operation with the Investment Dealers' Association of Canada, Edmonton Branch, this course is intended, through lecture and discussion sessions, to provide the student with information on securities, investment policies, and portfolio development. The small investor should find the course of particular interest.

An afternoon program will be offered early in 1970.

Date: Ten Tuesdays commencing October 7, 1969, 7:30-9:30 p.m.

Fee: $35.00 including text and materials

Common Law

In this course the following topics will be covered: the law of tort, with special reference to negligence, occupier's liability, and the master-servant relationship; the law of contract, with special reference to sale of goods; and the law of business organization, companies and partnerships. Consideration will also be given to the machinery and trends of modern law reform.

Instructor: G. R. Bretten, Assistant Professor of Law

Date: Fifteen Tuesdays commencing September 23, 1969, 7:30-9:30 p.m.

Fee: $60.00 including materials

Estate Planning for Businessmen

This is a practical course designed for the business executive who wants an appreciation of the most effective methods of estate planning and their tax consequences. Various tools and techniques of estate planning personal corporation will be discussed such as wills, trusts, gifts, joint ownership, life insurance, and estate freezing plans. The material presented approaches estate planning problems from the view of the non-expert.

Instructor: F. D. Jones, Associate Professor of Law

Date: Six Tuesdays commencing October 7, 1969, 7:30-9:30 p.m.

Fee: $35.00 including manual

Contract Law for Businessmen

Contracts create the basic legal relationships in business. Consequently, this two day seminar is designed to give the businessman some insight into those aspects of the law of contracts and closely related subjects which he will most likely encounter in his day-to-day operations. At the conclusion of the seminar the participant will not have all the knowledge and skill of the lawyer, but it is hoped that he will be in a position to recognize and avoid legal problems in his business activities. He should also be in a better position to communicate meaningfully and effectively with his legal advisor, should the need arise.

Instructor: F. A. Laux, Assistant Professor of Law

Date: October 17 and 18, 1969, 9:00 a.m.-4:30 p.m.

Fee: $50.00 inclusive of materials, parking, and daily luncheon (class limit 30)

Sales Management

This course deals with the theory and practical application of sales management by those who are, or will be, involved in the management of a sales force or sales operation. Topics to be discussed are sales management and organization; selection and assimilation of salesmen; developing a sales training program; evaluation of a salesman's performance; sales potentials, sales forecasting, and sales quotas. Students will be required to spend several hours per week outside class in preparation of cases for class presentation.

Instructor: Bart Symons, Instructor in Business Education, Northern Alberta Institute of Technology

Date: Ten Mondays commencing September 22, 1969, 7:30-9:30 p.m.

Fee: $60.00 including text (class limit 25)

Merchandising Administration

This course basically consists of 20 hours of merchandising, advertising, and visual merchandising and 20 hours of sales administration.

The class sessions are designed to enable all students to obtain up-to-date training in merchandising distribution. The class format will include the use of case studies, theory presentation, and several guest contributors. A written report, maximum 5,000 words, will be a requirement of the program.

Letters of attendance and successful contribution will be issued to the student upon completion of the course.

Instructors: Bart Symons, Instructor in Business Education, Northern Alberta Institute of Technology; and Karl Paul, Instructor in Business Education, Northern Alberta Institute of Technology

Date: Twelve Tuesdays commencing September 23, 1969, 7:00-10:00 p.m. and Saturday, November 22, 1969, 9:00 a.m.-12:00 noon and 1:30-4:30 p.m.

Fee: $100.00 including texts (class limit 20)

Technical Report Writing

This course is designed to help the student improve his ability to communicate ideas in writing. Each registrant will be expected to write sample reports which will be reviewed by the instructor on an individual basis.

The course will cover elements of report writing technique, technical report practice, review of the basic knowledge of language, and English prose structure necessary for clear and effective writing.

Date: Ten Mondays commencing October 6, 1969, 7:00-9:00 p.m.

Fee: $45.00 (class limit 20)

Supervisory Techniques

This course is designed to give the participants an understanding of the supervisor's job and to assist them in doing a better job of teaching, coaching and building teamwork in the group they lead. Human behaviour in the work situation will be reviewed.

Emphasis will be placed on communication skills in interviewing and listening. Discussions and case studies on selecting employees, maintaining discipline, controlling quality of work, training employees, and many similar topics involved in carrying out the supervisor's duties and responsibilities will be utilized.

Instructor: T. J. Trautwein, Training Management Development, Government of Alberta

SECTION I

Date: Twelve Mondays commencing September 15, 1969, 7:30-9:30 p.m.

Fee: $60.00 including text (class limit 25)

SECTION II

Date: Twelve Tuesdays commencing September 16, 1969, 7:30-9:30 p.m.

Fee: $60.00 including text (class limit 25)

Basic Computer Programming

This is a basic course intended for the beginner who has no knowledge of computers or of computer programming and no more background than that acquired in the study of high school mathematics and other general subjects. The first part of this course will introduce the physical units of a computer, what they are, and how they work; basic programming concepts; and the FORTRAN language. The second part will be an intensive and thorough presentation of the FORTRAN language and its application to problem solving. The majority of examples will be taken from scientific areas.

Instructor: C. G. Morgan, Services Co-ordinator, The University of Alberta Computing Centre

Date: Fourteen Wednesdays commencing September 17, 1969, 7:30-9:30 p.m.

Fee: $60.00 including textbooks

A First Look at Commercial Computers

This course is designed to provide a brief introduction to commercial computing for those who do not wish a programming course. No special knowledge of mathematics or electronics is required.

Principles of digital computer organization and operation as well as the functions of input and output devices will be discussed. A few commercial computer applications will be examined briefly.

Instructor: F. B. Jacobsen, Senior Analyst in Computing Science

Date: Five Wednesdays commencing September 24, 1969, 7:00-9:00 p.m.

Fee: $20.00

Commercial Computer Programming

This will be a lecture and laboratory course concerning the fundamentals of programming electronic digital computers and their application to the business community. Programs will be written in machine language and FORTRAN. Each student will program and process on the University machine several case-study assignments selected from typical commercial applications.

Although each student will learn the logic of programming, the basic objective of this course is not necessarily to learn programming, but to gain an insight of how computers function and how computers may be used in commercial data processing. The emphasis will be on small computers. Problem areas such as systems analysis and design, systems implementation, and economic feasibility will be briefly explored. No special knowledge of mathematics or electronics is required, but considerable experience in the world of business is desirable. A First Look at Commercial Computers is not a prerequisite.

Instructor: P. R. Wadsworth, Resident Analyst, Cybernetion Consultants Ltd.

Date: Twenty-two Mondays commencing October 6, 1969, 7:00-10:00 p.m.

Fee: $120.00 including textbook

Basic Industrial Development for Canadian Practitioners

This program is designed to meet the growing need for continuing education by Canadian industrial development officers. The theories and fundamentals of industrial development will be discussed in the following aspects: geography, financing, urban planning, development of sites, prospecting, human relations, advertising, the practitioner's viewpoint, feasibility studies, and the preparation of formal submissions to clients. A tour of the industrial development parks in Edmonton will be included.

The teaching staff includes both academics and practitioners to provide a balanced approach to the subject. Lectures, workshops, and discussion periods will create opportunities for the exchange of ideas among participants of diverse backgrounds and methodology.

The American Industrial Development Council grants one year's credit towards the Industrial Development Institute to each participant who completes this course.

Date: Five days in June, 1970

Better Business Communications

This laboratory is designed and arranged for persons who must discharge responsibility through the use of communications skills and who need background in communications as an aid to conflict resolution.

Through consideration of the communications problems of the speaker and the listener, the seminar will work to identify and understand communications barriers which cause difficulties in the work situation and will consider alternative solutions to these problems.

Instructor: Dr. R. L. Beard, Associate Professor of Business Operations

Date: October 23, 24, and 25, 1969, 9:00 a.m.-4:30 p.m.

Fee: $75.00 inclusive of parking, materials, and daily luncheon

Accident Prevention Administration Phase II: Industrial Hygiene

This is the second of a three-phase program in industrial safety practices. It deals with the classification and effects of harmful materials encountered by industrial workers. Protective measures against these substances as well as radiation, industrial noise, air and water polution, and explosive hazards will be discussed.

Recognition will be provided for successful completion of each course and a certificate for successful completion of the three courses.

Instructors: Dr. H. Buchwald, Chief Industrial Health Chemist, Alberta Department of Health, and associates

Date: Twenty-six Thursdays commencing October 9, 1969, 7:30-9:30 p.m.

Fee: $85.00 for Phase II including course materials

NOTE: Phases I and III will be offered at a later date.

Rock and Mineral Identification

This course discusses rock and mineral origins, occurrence, physical properties, composition, and use, and stresses their identification by simple tests on actual specimens. The study of gems and lapidary material will be included. Students will not be expected to have had previous training in this subject.

Instructor: Donald A. Taylor, Provincial Museum and Archives of Alberta

Date: Ten Tuesdays commencing October 7, 1969, 7:30-9:00 p.m.

Fee: $40.00 including text and materials (class limit 20)

Petroleum Geology

This course is designed for people working in the petroleum industry who have had no formal training in petroleum geology. It will cover the main geological theories which explain the formation, collection, and production of petroleum resources and influence the methods by which exploration is carried on.

The points to be dealt with in the course include the oil well—how it is drilled, how petroleum is produced from it; the reservoir rock—its special properties, how oil and gas occur within it in a petroleum pool; the trap, structural or stratigraphic—how it functions, methods used to explore for the elusive oil or gas trap; the problem of the origin of petroleum—how it forms, how and when it migrates and accumulates in the reservoir.

Instructor: Dr. G. D. Williams, Associate Professor and Acting Chairman of Geology

Date: Twelve Mondays commencing October 6, 1969, 7:30-9:30 p.m.

Fee: $35.00

PROSPECTING

These prospecting courses are arranged by the Department of Extension in co-operation with the Canadian Institute of Mining and Metallurgy (Northern Alberta Branch) and the Alberta and Northwest Chamber of Mines.

They are designed to provide practical training for prospectors and information for those who have an indirect interest in finding and developing mineral properties.

Prospecting I

This is an introduction to geology, mineralogy, and different types of rocks, i.e., igneous, sedimentary and metamorphic. Prospecting areas in Western Canada will be discussed also.

Date: Ten evenings in the fall, 1969

Prospecting II

This course will cover prospecting procedures including maps and aerial photographs, basic prospecting techniques, scientific aids to prospectors, sampling and assaying, an introduction to mining, placer mining, regulations and staking, mining economics, and marketing and financial arrangements.

Date: Ten evenings in the winter, 1970

CONTINUING LEGAL EDUCATION

This program provides an opportunity for members of The Law Society of Alberta to examine areas of current interest as well as innovations in the practice of law. The Advisory Committee to this program includes representatives of the Department of Extension and the Faculty of Law, The University of Alberta; the Division of Continuing Education, The University of Calgary; The Law Society of Alberta; and the Legal Education Section of the Canadian Bar Association.

The program for 196-70 will include:

Criminal Code Seminar
  —One day in September in both Edmonton and Calgary
Automobile Accident Law
  —One day in October
Litigation Seminar
  —One day in November
Corporate Accounting and Finance for Lawyers
  —Four evenings in November in Edmonton
Criminal Trial Practice
  —Three-day residential course in Banff to be arranged jointly with The University of British Columbia's Continuing Legal Education Committee
1970 Third Annual Law Rrefresher Course
  —Three- to four-day residential seminar, May 4 to 8, 1970 (suggested topic—estate planning)
Taxation
  —Winter, 1970
    Level I —for the average practitioner
    Level II—for the lawyer specializing in the field
Probate Practice
  —Winter, 1970

Video Tape Seminars

New Rules of Court
Counselling the Small Businessman
Law Refresher Course:
  —Expropriation
  —Labour Law
  —Estate and Gift Tax Changes
  —Consumer Protection

In addition to the above seminars in Edmonton, videotape seminars will be planned for smaller centres in Alberta and in Yellowknife, Northwest Territories.

The dates and locations of these seminars depend on the wishes of the local Bar associations. Details of these programs are sent to the members of The Alberta Law Society as soon as arrangements are finalized.

CONTINUING EDUCATION FOR ENGINEERS

The IDEALS Concept Seminar

IDEALS is an acronym for Design of Effective And Logical Systems. The IDEALS approach is based on research into system design and human factors and the application of these ideas to problems.

This intensive course covers the design approach for any size or type of management system in contrast to the conventional "correction" or "immediate problem solution" approach. Among the topics to be discussed are concepts of systems, philosophy of the IDEALS Concept or Work Design, concepts of models, management policies for affecting change, and development of manpower utilization. Applications of the IDEALS Concept will be emphasized through case studies as well as each attendee's own project.

People with responsibility in developing management systems and project planning will find this seminar invaluable.

Instructor: Dr. Gerald Nadler, Chairman of the Industrial Division, University of Wisconsin
Date: October 23 and 24, 1969, 9:00 a.m.-4:30 p.m.
Fee: $75.00 including text and luncheon each day at the Faculty Club

Design of Concrete Shells

The object of this course is to present the basic behavior of concrete shells and to provide design procedures for various shell types together with sufficient theory to enable reading of literature in the field. Design examples will include such structures as folded plates, tanks, domes, cylindrical vaults, elliptic and hyperbolic paraboloid roof shells.

Instructor: Dr. S. H. Simmonds, Associate Professor of Civil Engineering
Date: Ten Wednesdays commencing October 8, 1969, 7:30-9:30 p.m.
Fee: $60.00 including text

Critical Path Methods

This is intended as an introductory course on the role and techniques of Critical Path Methods in project planning and management.

Topics covered will include the development of the project network, basic scheduling, scheduling to satisfy source constraints, time-cost trade-off procedures, updating, and a discussion of the role of the computer. A comparison of the activity-on-arrow (arrow notation) and the activity-on-node (procedure diagram) methods will be made.

Instructor: E. L. Fowler, Associate Professor of Civil Engineering
Date: Eight Wednesdays commencing October 15, 1969, 7:30-9:30 p.m.
Fee: $40.00 including text

Process Dynamics and Control

This course, designed to cover the dynamics and control process systems, will include the following topics: mathematical techniques; transient behavior of typical process systems; methods of determining system parameters from the transient response; models for fluid, thermal, mass transfer and chemical reactor systems; feedback versus feedforward control; the transient behavior of control systems; stability; frequency response in its use in design of a control system; typical industrial control schemes and computer control.

Instructor: Dr. R. K. Wood, Associate Professor of Chemical and Petroleum Engineering
Date: Fourteen Wednesdays commencing October 22, 1969, 4:00-6:00 p.m.
Fee: $70.00 including text

Engineering Management

This course will focus on the organizational-motivational aspects of engineering management. As managerial responsibility is assumed, the specialist realizes that technical competence by itself does not insure successful accomplishment of managerial assignments. The engineer's technical skill has to be exploited in an environment requiring a better understanding of himself, his subordinates, and the organization in which they all share common interest.

Participants can include engineering supervisors at any organizational level. Some supervisory experience might make the material more meaningful for the individual participant but is not required.

Instructor: Boyd Harnden, Associate Professor of Business Analysis
Date: Eight Tuesdays commencing October 14, 1969, 7:30-9:30 p.m.
Fee: $45.00 including text (class limit 25)

Introduction to Aerodynamics

The course consists of a brief presentation of some of the basic equations governing subsonic fluid flow including vorticity and circulation, application of these principles to aerofoil theory, and application to calculation of airplane performance.

The effects of viscosity on skin friction drag and on the performance of aerofoils will also be discussed.

Instructor: Dr. David J. Marsden, Associate Professor of Mechanical Engineering
Date: Ten Mondays commencing October 6, 1969, 7:30-9:30 p.m.
Fee: $40.00 including text

Principles of Positional Astronomy

Fundamental ideas of practical astronomy and the use of angular measurements of celestial bodies for the determination of latitude and longitude, bearings and direction; time finding and time keeping will be studied.

This course will provide the student with basic understanding of principles of celestial navigation. Opportunities for practical observations on the sun and stars will be provided using equipment supplied by the Department of Extension.

Instructors: W. L. Bigg, Associate Professor of Civil Engineering, and L. E. Gads, Professor and Associate Dean of Engineering
Date: Ten Tuesdays commencing October 7, 1969, 7:30-9:30 p.m.
Fee: $40.00 including text

Contract Law for Engineers

This seminar has been designed especially for professional engineers who are concerned with the negotiating, drawing, and administration of contracts. It should be of interest to engineers performing professional duties as employees of contracting parties or as independent consultants. The problems and cases dealt with will cover the following subject areas: tenders, standard forms of contracts, performance bonds, mechanics' liens, penalties and bonuses, time for performance, and alteration of terms of contracts.

Also covered will be relationships which exist between engineers and other professional people who are parties to contracts. This will deal with the responsibilities of such people as consulting engineers and engineers employed by contractors, owners, and suppliers.

Instructors: D. T. Anderson, Associate Professor of Law, and W. G. Geddes, Barrister and Solicitor, Ross McLennon Ross Geddes and Ranson

Date: November 7 and 8, 1969

Fee: $45.00 including manual and luncheon on November 7

Oil and Gas Law Seminar

This is a basic course in oil and gas law designed to introduce the participant to the legal and practical problems of the oil and gas industry. Topics to be discussed are the nature of legal ownership of interests in oil and gas properties, the acquisition and disposition of interests in oil and gas, the rights and duties of parties under oil and gas leases, pooling and unitization of oil and gas interests, and oil and gas contracts.

Instructors: M. J. Sychuk, Associate Professor of Law, University of Saskatchewan, and John B. Dea, Barrister and Solicitor, Field, Hyndman, Edmonton

Date: October 16 and 17, 1969, 9:00 a.m.-4:30 p.m. and October 18, 9:00-12:00 noon

Fee: $75.00 including materials and luncheon each day at the Faculty Club

Short Course in Airphoto Interpretation

This course will include lectures, demonstrations, and laboratory sessions in the basic principles, techniques, and applications of airphoto interpretation. It will be of interest to highway location and materials engineers, civil engineers in oil and pipeline industries, geologists in groundwater and surficial-geologic mapping fields, engineers in hydropower and river basin investigations, and soil mechanics and foundation engineers in general.

Instructor: Dr. J. D. Mollard, President of J. D. Mollard and Associates, Regina, Saskatchewan

Date: January 26-30, 1970, 9:00 a.m.-4:30 p.m.

Fee: $120.00 including course materials and banquet

Labour Relations for Engineers

The seminar is designed to assist engineers who have the responsibility for dealing with employees who are members of trade unions and whose employment relationship is governed by a collective agreement. It will emphasize ways in which one's performance in this area can be improved. Each student will be given the opportunity to deal with practical day-to-day situations and discussion will focus on different ways in which these situations can be handled.

Instructors: Dr. S. M. A. Hameed, Associate Professor of Business Policies, and Dr. C. B. Williams, Associate Professor of Business Administration and Commerce

Date: One and one-half days, October 17 and 18, 1969

Fee: $45.00 including course materials and luncheon on October 17

Plastic Analysis and Design of Steel Structures

Basic assumptions of plastic theory along with methods of plastic analysis for beams and frames will be discussed in this course. Calculation of deflections; factors in the design of beams and frames—local and lateral buckling, beam-column action, connection design; and discussion of specification provisions will also be presented.

Instructor: Dr. P. F. Adams, Associate Professor of Civil Engineering

Date: Ten Tuesdays commencing October 7, 1969, 7:30-9:30 p.m.

Fee: $40.00

Fundamentals of Computer Programming for Engineers

This is a basic course dealing with computer programming using logic flow diagrams and the FORTRAN language. It is intended primarily for those with an engineering background. In addition to presenting the details of the language, several examples of engineering problems will be studied. Each student will program and process problems in the field of engineering using the University System 360-67 computer.

Instructor: Dr. J. Warwaruk, Professor of Civil Engineering

Date: Twelve Mondays commencing January 12, 1970, 7:00-9:30 p.m.

Fee: $65.00 including materials

Computing for Engineers

The course is intended as an introduction to FORTRAN programming and the use of digital computers for solving engineering problems. Students will have the opportunity to run their own programs and become familiar with the operation of the IBM 1800 digital computer (similar to IBM 1130) in the Data Acquisition, Control and Simulation Center of the Department of Chemical and Petroleum Engineering. Sessions will consist of both lectures and workshop periods with examples selected to meet the interest of the group. Case studies of simplified FORTRAN programs for applications such a Critical Path analysis, simulation, etc., will be included. A text will be supplied and assistance available for keypunching, debugging, and program development. The course will provide excellent preparation for Real-Time Computer Applications offered in the spring term.

Instructor: Dr. D. G. Fisher, Associate Professor of Chemical and Petroleum Engineering

Date: Ten Tuesdays commencing September 30, 1969, 7:30-10:00 p.m.
Fee: $65.00 including text (class limit 20)

Real-Time Computer Applications

The course will consist of introductory lectures and demonstrations of digital computer applications currently in progress in the Data Acquisition, Control and Simulation Center of the Department of Chemical and Petroleum Engineering. Subjects to be discussed include real-time computing hardware and software; data acquisition and monitoring applications; on-line material and energy balances; direct digital control; optimization; and control of analytical instruments such as gas chromatographs. The course should be of particular interest to engineers and other technical personnel in the process industries.

Prerequisites: University degree and FORTRAN programming experience equivalent to course Computing for Engineers or permission of instructor
Instructor: Dr. D. G. Fisher, Associate Professor of Chemical and Petroleum Engineering
Date: Ten Tuesdays commencing January 27, 1970, 7:30-10:00 p.m.
Fee: $75.00 including course materials (class limit 16)

Corrosion Prevention and Control

This is an introduction to corrosion engineering based on the electrochemical mechanisms of corrosion which will consider types of corrosion and their causes. Topics also to be discussed are selection of metal and plastic materials; soil corrosion; principles of cathodic and anodic protection; stray-current corrosion; metallic, inorganic, and organic coatings; inhibitors and passivators; treatment of water and steam systems; and economic considerations.

Instructor: Dr. S. A. Bradford, Associate Professor of Mining and Metallurgy
Date: Ten Wednesdays commencing October 15, 1969, 7:30-9:30 p.m.
Fee: $50.00 including text

Power System Stability and Control

This course will include a study of various aspects of control system techniques, transient analysis of system components, and synchronous machines. The techniques discussed will then be applied to the analysis of power system problems such as stability and tie line control.

Instructor: D. H. Kelly, Associate Professor of Electrical Engineering
Date: Twelve Mondays commencing October 20, 1969, 7:30-9:30 p.m.
Fee: $50.00 including course materials

Engineering Economics

This course will deal with capital expenditures; timing of cash flow; derivation and application of interest formulas; annual cost, present worth, and rate of return calculations; income tax considerations; analysis of projects financed by public funds; break-even studies; effect of anticipated inflation on investment analysis; and sources and applications of funds.

Instructor: J. C. Sprague, Associate Professor of Mechanical Engineering
Date: Fifteen Tuesdays commencing Octber 7, 1969, 7:30-9:30 p.m.
Fee: $70.00 including text

Community Resource Development

AGRICULTURE

Agricultural Bulletins

The research work and studies undertaken by the Faculty of Agriculture are made available to the public in the form of agricultural bulletins. These deal with many technical phases of livestock production, soils, horticulture, dairying, crops, and the many managerial functions required of today's farmer. Other publications deal with the social implications of a rapidly changing agriculture. Soil surveys of Alberta's agricultural areas are in continuous process and soil maps, together with information on the qualities, potentialities, and utilization of soils, are available on request.

Distribution of these bulletins and pamphlets is undertaken by district agriculturists located at 50 centres and other interested organizations. Individual copies of any publication are available through the Department of Extension which will be pleased to supply a complete list of publications available. A list of agricultural films is also available upon request.

Fundamentals of Farm Bookkeeping

The purpose of this home study course is to acquaint the beginning farm bookkeeper with some of the main principles in farm accounting. The course is divided into five lessons which are completed by the student and mailed to the Department of Extension for comment and correction. The object of this home study course is to make beginning farm bookkeepers more familiar with the standard of account books and accounting procedures which are used in the farming business.

The course can be started at any time of the year but should be completed within a year of registration.
Fee: $15.00

Pesticides Home Study Course

This course has been designed in co-operation with the Alberta and Canada Departments of Agriculture, the Alberta Department of Health, and the Faculty of Agriculture for the commercial spray operator, agricultural fieldman, extension and regulatory personnel, and interested farm operators. It consists of eight lessons which can be sent to the Department of Extension for correction as they are completed.

The course deals with various aspects of herbicides, insecticides, and fungicides such as history, principles involved, effects on man and animals, legal aspects, and application principles and methods. This is considered a prerequisite course for anyone applying for a commercial applicator's license. This home study course, or its equivalent, is also a prerequisite for admission to the Pesticides Applicators' Course held at the Alberta Agricultural and Vocational College, Olds, Alberta. The home study course can be commenced at any time but should be completed within the year.
Fee: $20.00.

A Study of Alberta Soils

This course is designed in co-operation with the Department of Soil Science primarily for assessors, real estate personnel, science teachers, and others interested in this field. The evening course will consist of ten weekly one and one-half hour lectures dealing with the origin of Alberta soils, the various soil profiles and their location, and soil sampling and texturing. Visual materials and actual laboratory practice will be provided.

Cattlemen's Course

The 6th Annual Cattlemen's Short Course is organized in co-operation with the Western Stock Growers' Association to provide authentic up-to-date information on new developments in the beef industry for specialized stock producers, livestock extension workers, and other agrologists. A roster of eminent lecturers and discussion leaders from the United States and Canada will cover some of the most pertinent work currently being done in the industry.
Date: November 24-28, 1969
Place: Banff School of Fine Arts, Banff

Pork Conference

The Annual Canadian Pork Conference is arranged in co-operation with the Pork Organization of Canada. The objectives of the conference are to identify issues and problems in the hog raising industry, to relate the latest developments in solving these problems, and to point out areas of further work to rectify the problems.

The theme of the first program held in June, 1969, at the Banff School of Fine Arts was The Whole Hog—on the Farm, on the Rail and on the Counter with focus on the potentials in production, marketing, and consumption.

Sheep Symposium

The Second Annual Sheep Symposium is organized in co-operation with the Alberta Department of Agriculture and the Canadian Co-operative Wool Growers Ltd. The purpose of the program is to provide progressive sheep producers and other individuals associated with the sheep industry with the latest information on developments in the industry.

Topics to be discussed include nutritional requirements, reproductive physiology, health problems, and marketing issues.

Date: December 4-6, 1969

Feed Industry Conference

The 9th Annual Feed Industry Conference is sponsored jointly by the Alberta Division of the Canadian Feed Manufacturers' Association, the Veterinary Services Branch of the Alberta Department of Agriculture, and the Faculty of Agriculture. The purpose of the program is to encourage the development of co-operation and understanding among the animal nutritionist, veterinarian, feed industry, and its technical suppliers. Topics to be covered range from product development and promotion to preventative veterinary services.

Date: November 6-7, 1969
Place: Calgary

Aerial Photos for Land Classification

Aerial photos have been used for several years in connection with surveys and map making. Continuing studies of such photos has made it apparent that they hold considerable potential for determining and compiling data regarding land classification.

In preparation for this course a series of aerial photographs have been taken covering several different areas in Alberta. These will be studied to enable the student to interpret cultural features, land form, and vegetation types for land classification with respect to wild life, forestry, and agriculture.

Instructors: Dr. Donald J. Pluth, Assistant Professor of Soil Science; T. W. Peters, Officer in Charge of Soil Survey, Canada Department of Agriculture; and Dr. John A. Westgate, Assistant Professor of Geology

Date: January, 1970

Horticultural Week

The 5th Alberta Horticultural Week is sponsored in conjunction with the Alberta Horticultural Association, the Alberta Florists' Association, and the Alberta Department of Agriculture. This week consists of five courses, some running simultaneously, for floral designers, greenhouse operators, nurserymen, those who wish to become certified in the judging of horticultural shows, and homemakers interested in flower arranging.

A special course is also available for those who wish to qualify for the Canadian Diploma in Horticulture. Staff for the week is drawn from within and without the Province in order to provide the latest material in their respective fields.

Date: August 11-16, 1969

Place: Olds Agricultural and Vocational College, Olds

Home Gardening Course

This course consists of ten weekly one and one-half hour lectures on soils, fertilizers, vegetables, flower and shrub varieties, principles of landscaping, and disease prevention. The lectures will be illustrated with slides and other visual material. The lecturers will be drawn from the Faculty of Agriculture and the Alberta Department of Agriculture.

Date: January, 1970

Place: Olds Agricultural and Vocational College, Olds

Fee: $15.00 per person or $20.00 for husband and wife

11th Annual Canadian Farm Leaders' Conference

The purpose of the Annual Western Canadian Farm Leaders' Conference is to provide a forum to senior leaders of Western Canadian agricultural and farm organizations in which they might discuss major agricultural problems. Recognizing that a farm organization leader must constantly review the impact of changing circumstances and develop new methods to meet new situations, this conference proposes to consider the economic problems of agricultural adjustment and to examine the social and political aspects of economic change.

Membership is by Advisory Committee invitation. Registration will be limited to 30 senior leaders of Western Canadian farm organizations.

Date: November, 1969 (one week)
Place: Banff School of Fine Arts, Banff

COMMUNITY LEADERSHIP DEVELOPMENT

In the belief that citizens knowledgeable about and involved in the issues and decisions that affect them are the greatest resource any society can have, the Community Leadership Development program has two objectives: to create an awareness in the citizenry of the basic social issues confronting society; and to develop community leadership capabilities such that social policies, social institutions, and social programs are the outgrowth of the maximum feasible participation in the decision-making process.

Challenge For Change—
A Seminar on Social Issues

In today's rapidly changing society it is essential that citizens be aware of and involved in the critical issues, the social institutions, and the social programs that have an impact upon them. Only a knowledgeable and concerned citizenry can influence and participate in the decisions made on their behalf.

Challenge for Change is a new program designed to provide a forum where interested citizens might study and discuss some of the social issues confronting Canadians and Albertans today. Appropriate resource staff will be available to stimulate and facilitate discussion sessions.

Challenge for Change will be co-sponsored by the Farmers' Union and Co-operative Development Association and generously supported by the Alberta Wheat Pool, United Grain Growers, United Farmers of Alberta Co-operative, and Federated Co-operative Ltd.

Date: July 27-August 2, 1969

Place: Gold Eye Lake Camp, Nordegg

Fee: $48.00

Rural Leadership Conference

This annual Rural Leadership Conference will provide interested farmers, local leaders of provincial farm organizations, field staff, management of agribusinesses, and government personnel an opportunity to study and discuss agriculture and economic problems and policies confronting Albertans. Appropriate resource staff will be present to stimulate and facilitate discussion sessions.

The conference is offered in co-operation with the Alberta Wheat Pool, Farmers' Union of Alberta, United Grain Growers, and United Farmers of Alberta Co-operative Ltd. Scholarships through the courtesy of the above mentioned sponsors are available to interested candidates.

Date: February 15-21, 1970

Place: Banff School for Continuing Education, Banff

Western Canada Community Leadership Workshop-Lab

A different approach to community leadership training, this workshop-lab emphasizes "experiential learning" where the participants gain their knowledge and skill from direct observation and participation in classroom events that are similar to the situations they experience in their "back home" community. In the "community" of the workshop, the stresses and strains of working on community problems can be observed and analyzed and the lessons related to home problems.

This workshop is designed for volunteer and professional community leaders, government administrators, and elected officials—leaders who are concerned with problems of urban renewal, economic development, and community development.

This will be the second annual presentation of the residential workshop-lab co-sponsored by The University of Alberta, The University of Calgary, The University of Saskatchewan (Saskatoon), The University of Manitoba, and Brandon University.

Dean of Workshop: Dr. E. O. Moe, Director of Division of Community and Urban Development, University of Utah. Supporting staff will be from the co-operating universities.

Date: October 28-November 7, 1969

Place: Wendigo Lodge, Lac du Bonnet, Manitoba

Conflict and Social Change

Social change can bring with it controversy and conflict. Conversely, conflict and controversy can bring about social change. This workshop will look at the dynamics of conflict in interpersonal and inter-group relationships. It will deal with strategies of using and dealing with conflict in effective planned social change. Participants should gain more awareness of themselves and others in conflict situations.

Resource staff, date, location, and fee to be announced.

Rural Leadership Techniques Course

The 20th Annual Short Course in Leadership Techniques is designed to prepare potential leaders of farm and rural organizations for the demanding task of community leadership and to assist those already involved in a leadership role to sharpen their leadership skills.

The course will be a mixture of lectures, films, skill-practicing sessions, and group discussions in the broad subject areas of program planning, public speaking, effective meetings, and group discussion leadership.

Candidates with a rural background who are actively involved as leaders in community and farm organizations are eligible. Applications for this course should be made to one of the following sponsoring organizations: Alberta Wheat Pool, Farmer's Union of Alberta, Junior Farmers' Union of Alberta, Farm Women's Union of Alberta, Alberta Department of Agriculture, Alberta Women's Institute, Canada Department of Indian Affairs and Northern Development, and the Community Development Branch of the Alberta Human Resources Development Authority.

Date: January 18-30, 1970

Place: Banff School of Continuing Education, Banff

Fee: $40.00 plus room and board

Small Group Leadership

The 3rd Annual Small Group Leadership Workshop is designed to provide participants with the theory and skill which will enable them to increase the effectiveness of the groups with which they work. It is intended for those leaders, both rural and urban, in voluntary and other organizations, who in the performance of their duties must work a great deal of the time in a small group setting.

Participants will be involved in discussion sessions on group and organizational problems they experience together during the course. Through an analysis of their discussions and through the use of videotape participants will gain increased understanding of the interpersonal forces at work in groups. They will become aware of their own individual effectiveness as a member and leader of a small group involved in the task of making decisions.

The course is presented with the co-operation of The University of Calgary, Division of Continuing Education.

Date: March 15-20, 1970

Place: Banff School of Continuing Education, Banff

Fee: $40:00 plus board and room

DEVELOPMENT STUDIES

In response to the increasing public and governmental concern for the planning and management of social and economic change, the Division proposes to offer a series of programs of topical interest to people involved in the development process.

The primary aim of these programs will be to relate developmental theory and practice to the existing situation in Alberta. Extensive use will be made of both University faculty and development practitioners from government and private agencies.

The Socio-Economic Principles and Practice of Area Development

The purpose of this course is to train all interested people, both professional and paraprofessional, in the techniques and process of the interdisciplinary approach to socio-economic area development. The course is aimed at all personnel involved in the education, extension, and developmental administration of various programs of governmental and private agencies.

This will be a three-week residential program at Edson.

Fee: $30.00 plus $10.00 per day for board and lodging

Introductory Development Economics

This course is an introduction to theories of development economics with particular emphasis on the application of the various theories to Canadian development programs and projects. The first phase of the course will be devoted to intensive study of the necessary theoretical background material. The second phase will be devoted to a detailed examination of development policy and programs in Alberta. The third and final phase of the program will be a two or three day residential session at which participants and practitioners will examine some critical development issues.

Instructors: Dr. Bruce Proudfoot, Associate Professor of Geography; D. M. Catmur, Associate Professor of Extension; Government of Alberta personnel

Date: Autumn and Winter, 1969-70

The Evaluation of Social and Economic Development Programs and Projects

One of the most critical factors in the planned development process is the evaluation of programs and projects. Effective evaluation is possible only if it is built into the project plan.

The course will deal with pre-project feasibility study design, project planning and design, administrative and management structures which facilitate or inhibit evaluation, quantitative and statistical methods of evaluation, built-in control and evaluation mechanisms, the measurement of returns on social overhead investment, the politics of evaluation, the involvement of those affected by development programs, and projects in the evaluation process.

Extensive use will be made of operational personnel. The case study method will be used and students will be expected to actively participate in the evaluation of particular programs and projects in Alberta.

Instructors: Dr. Bruce Proudfoot, Associate Professor of Geography; D. M. Catmur, Associ-

ate Professor of Extension; James Ward, Agricultural Advisor to Canadian University Services Overseas; City of Edmonton personnel; and Alberta Government personnel
Date: Spring, 1970

The Social and Political Aspects of Change

The most neglected aspects of the whole development process are the social and political precursors and implications of change.

The course will examine major social and political trends in Canada and relate these to specific conditions in Alberta. Among other topics, the course will deal with the social and political implications of urbanization and rapid industrialization, dislocation in the rural sector, the educational system, the welfare system, community dynamics, human resources development, the disenchantment of youth, the impact of technology, employment, and communications.

Emphasis will be placed on the existing situation in Alberta and possible future trends.

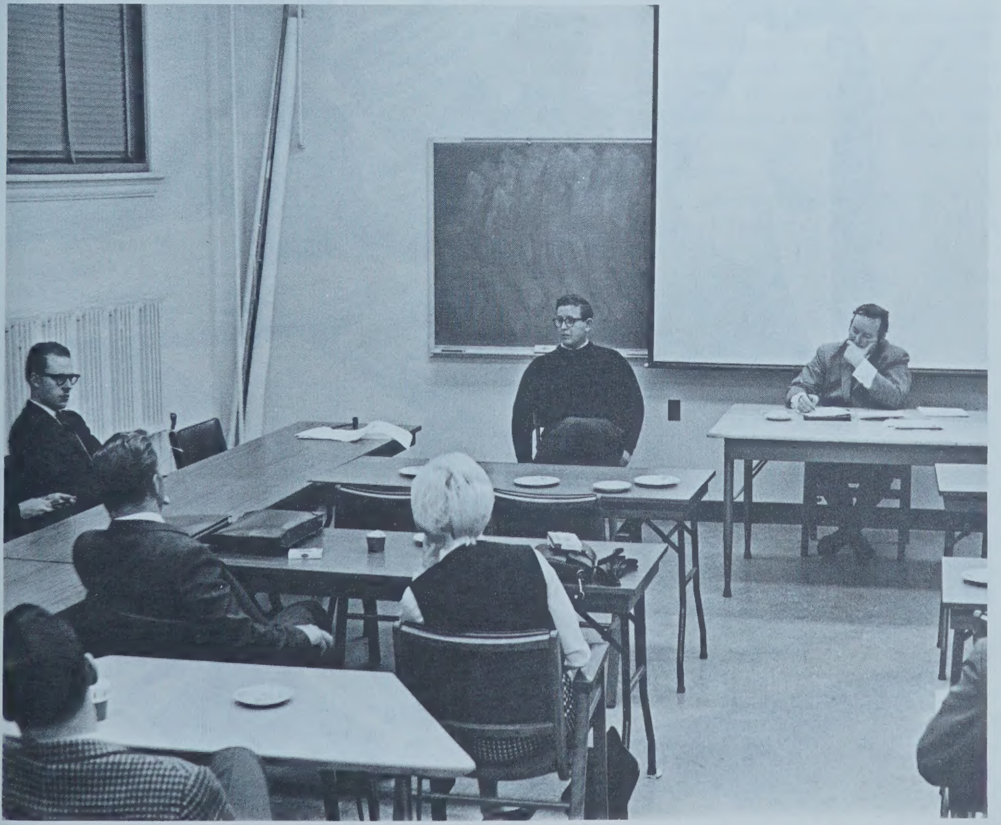
Instructors: D. M. Catmur, Associate Professor of Extension; Department of Sociology personnel; Department of Political Science personnel; elected officials; Government of Alberta personnel
Date: Spring, 1970

Introductory Urban Studies

Urbanization is proceeding apace in North America and is particularly rapid in Alberta. The resultant social and economic pressures are significant.

The course will seek to examine the historical development of cities with particular reference to Canada and Alberta, urban government models in Alberta and elsewhere, urban planning problems and techniques, urban housing and transportation problems, the social implications of urban living, the evaluation of urban ghetto cultures, urban renewal, city services such as health, police, parks, etc. An attempt will be made to use the City of Edmonton as a laboratory where participants may see firsthand the urban problems and city government in operation.

Instructors: Department of Sociology personnel; Department of Political Science personnel; Department of Geology personnel; City of Edmonton personnel
Date: September, 1969



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Educational Media

EDUCATIONAL MEDIA METHODS

Preparation of Instructional Materials

This is a course in the fundamentals of producing instructional materials to fit local needs. Work will include mounting, layout, laminating, coloring, and lettering. Basic photographic techniques and several methods of making overhead transparencies will be included.

Instructors: A. C. L. Zelmer, Educational Media Division, Department of Extension; and Gordon Wormsbecker, Supervisor, Graphics Division, Technical Services

Date: Ten Saturday mornings commencing January 10, 1970, 9:30 a.m.-12:15 p.m.

Fee: $32.00 including text and basic materials

Audio-Visual Communication Workshop

This course is an examination of the communication process, the characteristics of audio-visual media, and effective utilization techniques in instructional programs, particularly informal programs of voluntary organizations and service groups. The workshop will involve the participants in the selection and use of materials, practice with equipment, and simple techniques for preparing visual materials.

Instructors: A. C. L. Zelmer and W. G. L. Twigge, Educational Media Division, Department of Extension

Date: September 27 and October 4, 1969, 9:00 a.m.-4:00 p.m.

Fee: $20.00

Film Literacy Workshop for Teachers

This is a workshop in the fundamentals of film production for teachers. Participants will be involved in the planning, shooting, editing, and evaluation of a short educational film. Participants must supply their own equipment and materials.

Instructor: A. C. L. Zelmer, Educational Media Division, Department of Extension

Date: October 9 (7:00-9:00 p.m.), October 11 and 25 (9:00 a.m.-4:00 p.m.), 1969

Fee: $30.00

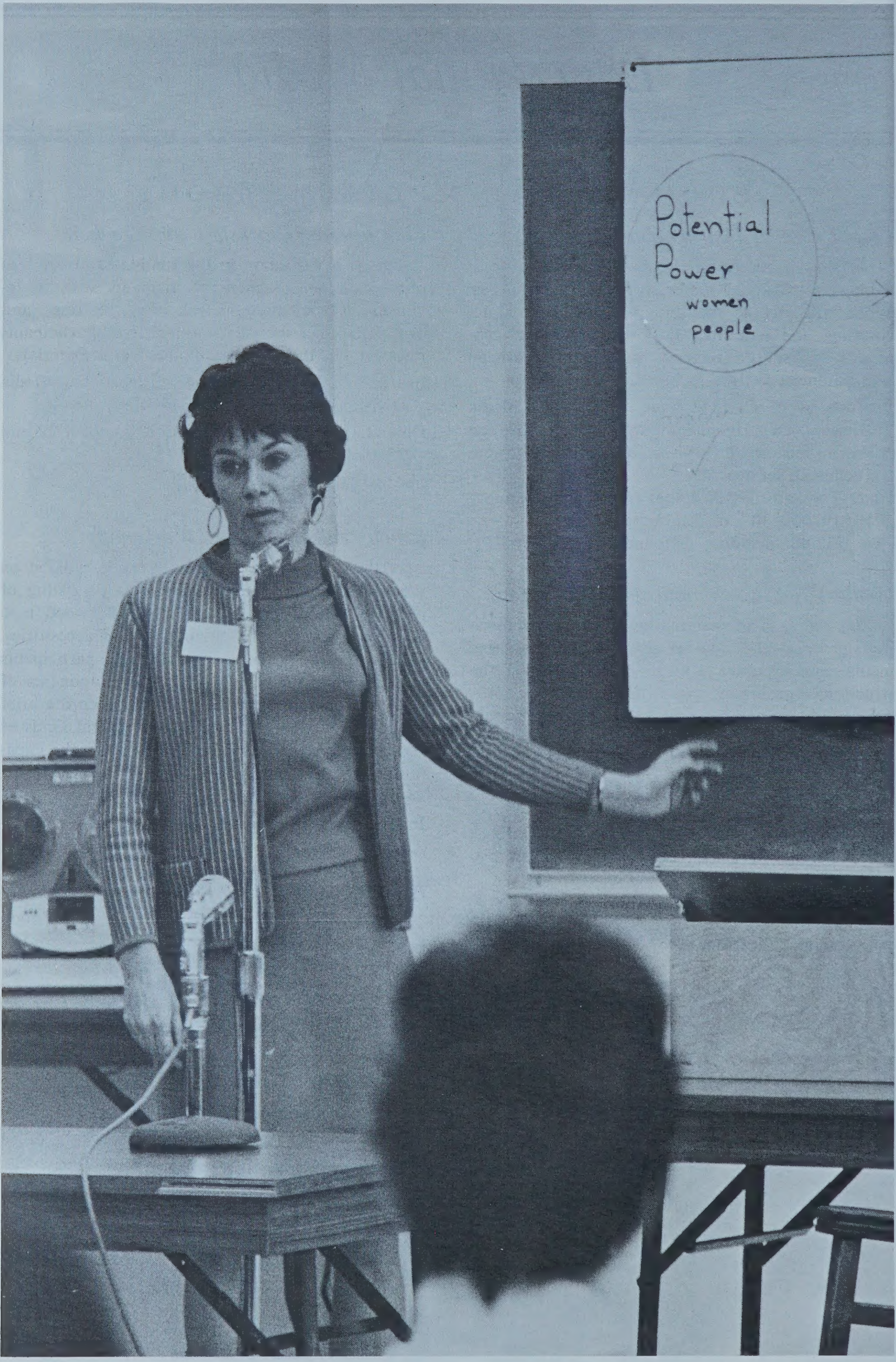
Simple Video Systems Workshop

In this workskhop the concentration will be on the use of simple television systems consisting of portable vidicon cameras, 1" and ½" video tape recorders, and related equipment and accessories. The workshop is designed to provide participants with an opportunity to set up the components of a system, operate the equipment, and record a brief program for playback evaluation. Several kinds of equipment will be demonstrated to show the capabilities of a simple system for use in educational and training programs.

Instructors: J. A. Shaw, Associate Professor of Extension, and A. C. L. Zelmer, Educational Media Division, Department of Extension

Dates: October 25, 1969, 9:15 a.m. to 4:30 p.m. and October 26, 1969, 9:00 a.m. to 12:00 noon

Fee: $30.00 (class limit 15)


Potential
Power
women
people

Liberal Studies

"The distinguishing feature of liberal education is its view of man as the central figure in a ground of things." (Freda Goldman, "Liberal Education Reconsidered", Syracuse University, 1969)

Liberal Studies in the Department of Extension fall mainly within five Grouped Programs of Study:

Man and Society—studies of man's human environment.

Man and the Arts—studies of man's aesthetic environment.

Man and Science—studies of man's natural environment.

In all these the emphasis is on the cognitive aspect of learning.

Self-Affirming Man—a cognitive and affective understanding of man's own nature as self-affirming.

Man and His Skills—the acquisition of various social and, to some extent, vocational skills.

The courses, some in the evenings and some in the afternoons, are designed to form programs of studies which will broaden students' understanding of our society and provide a variety of opportunities for critical examination of the human condition and the contribution of the arts and sciences.

Subject to the response to these courses over the next two years, others will be added. EACH COURSE IS QUITE INDEPENDENT OF THE OTHERS. YOU DO NOT NEED TO FOLLOW THROUGH THE SEQUENCE IN EACH GROUP IN ANY PARTICULAR ORDER.

Some particular subjects for investigation in future will be music and film, history, economics, philosophy, ethics, and social problems.

In addition to these Grouped Programs, there are a number of other programs of a more specific nature listed at the end of this Liberal Studies section.

MAN AND SOCIETY

The Dynamics of Deviancy in Society

Students will examine the relationship between deviant persons or groups and their containing society from the point of view of different disciplines or philosophies and different groups of people.

Some subjects to be dealt with will be Attitudes Toward Enforcement; Methods of Behavioral Modification; Homosexualism; Deviant Behavior as Healthy or Sick?; Art as Regulator, Therapy and/or Descriptive Force; Agencies that Define, Treat, Help, and Harm Deviants.

Instructors: Members of the Faculty, The University of Alberta

Date: Ten Monday evenings commencing October 6, 1969, 7:30-9:30 p.m.

Fee: $30.00

Conflict and Revolution

This course will introduce various ways of viewing the emergence of human conflict in the world today. After specifying the major principles of conflict, certain real conflict situations will be discussed. Depending on class preference these may include: Nigeria, Viet Nam, the Middle East, Czechoslovakia, separatism in Canada, student dissent, black power, or other topics of interest.

Instructor: Joel Loken, Graduate Student in Educational Psychology

Date: Ten Monday evenings commencing October 6, 1969

Fee: $30.00

The Community Approach to Social and Health Problems

The need for control will be discussed with the following kinds of problems to be considered: prevention as control; possible patterns of control; the role of communication in control—agency to agency, agency to public, and public to agency.

The course will be of interest to professional, para-professional, and volunteer workers in this general field as well as to lay people not actively involved.

Instructor: Mrs. Shirley Rubin, M.S.W. Community Services Consultant

Date: Ten Thursday evenings commencing October 9, 1969, 7:30-9:30 p.m.

Fee: $30.00

Colloquium VI—What is a Just Society?

This year Colloquium VI will discuss the "Just Society" in ten bi-weekly sessions. One faculty member will introduce his book selection at the session and lead the participants in a free and lively discussion of the aspects constituting a "Just Society". Each participant will be expected to read the book selection before the meeting and to be willing to talk to the issues, not out of a sense of expertise, but in a spirit of exploration.

Instructors: Dr. F. D. Blackley, Professor of History and Associate Dean of Arts, Duncan Campbell, Director of Extension, Dr. J. F. Forrest, Associate Professor of English, and Dr. A. G. Perroni, Associate Professor of Business Administration and Commerce

Dates: Ten Wednesday evenings, every two weeks, commencing October 22, 1969, 6:00-9:00 p.m. at the Faculty Club

Fee: $130.00 inclusive of dinners, tuition, and books (class limit 20)

The Educated Canadian?

The course will consist of a series of lecture/discussions dealing with various aspects of education in Canada, including reference to the 2nd Report of the Bilingualism and Biculturalism Commission, the history of Canadian education, the ecology of education, the university and society, post-secondary education, and the future of education.

Date: Ten Tuesday evenings commencing October 7, 1969, 7:30-9:30 p.m.

Fee: $30.00 including materials

Parent-Teen Relations

Discussion will focus on teenage behavior with emphasis on the current and practical aspects of the parent-adolescent relationship. Participants will be invited to raise issues and problems for discussion.

Instructor: Kodyn Vandonselaar, Counsellor, The University of Alberta Student Counselling Services

Date: October, 1969

Fee: $30.00

Human Factors in Management and Supervision

This course is intended to provide a basis for understanding the psychology of human behaviour in typical work situations and for examination of the way in which the supervisor and his staff relate to each other. It is designed for those who accomplish their work through others—the supervisor, manager, or foreman. It is based on the view point that results are produced in the fields of business, industry, the professions, public service, and government largely through the management of people and the wise use of their skills, their time, and their interests.

The content of the course will be both theoretical and practical.

The course method used will be a combination of lectures and discussions with emphasis placed on the participation of individual students in group discussion.

Instructor: Hayden Roberts, Associate Professor of Extension

Date: Ten Tuesday evenings commencing September 30, 1969, 8:00-10:00 p.m.

Fee: $30.00

What the Psychologist Has to Say About Moral Development

This course will focus, through lecture and discussion, on the current psychological thoughts on problems related to what is commonly considered moral behavior and judgment and their development. Both theory and research will be discussed, but the major emphasis will be on the evidential bases for current psychological thoughts on the issues involved. Although the practical implications of this work will not be ignored, it should be clearly understood that the course will not offer complete and convenient rules for solving current moral problems.

Date: October, 1969

MAN AND THE ARTS

Critical Seminars in Film

A season of eight presentations of experimental and art films by well-known independent producers of international reputation will be made through the winter at two-week intervals. Each presentation will conclude with a seminar led by a member of the Department of Art or the Department of Extension to discuss the film in terms of its artistic achievement. Some of the films to be shown are "La Chinoise", "Malcolm X", and "Retinal Capsule".

Instructors: Philip Darrah, Assistant Professor of Art; Virgil Hammock, Assistant Professor of Art; M. J. Travers, Lecturer in Art; A. C. L. Zelmer, Educational Media Division; and James A. Shaw, Associate Professor of Extension

Date: Two Wednesday evenings per month commencing October 8, 1969, 7:30 p.m.

Fee: $17.00

Communication and Creativity Through Movement

In this course students will explore movement as a means of communication and expression. They will study and experience it in terms of space and time in which they move.

The approach will be to both the theory and the practice, aiming at conceptual understanding and self-awareness.

It will use demonstration, participation, film, and other audio-visual presentations. The course will be of interest to men as well as women.

Instructor: Mrs. Jacqueline Ogg, Assistant Professor of Drama

Date: Ten Thursday evenings commencing October 9, 1969, 7:30-9:30 p.m.

Fee: $32.00 (class limit 25)

*Poetry**

This course will deal with the great poetry in our language from Chaucer to Robert Frost with an aim to understanding and appreciating poetry and the poet.

Instructor: Mrs. Patricia O'Brien, Sessional Lecturer in English

Date: One afternoon per week for 10 weeks commencing October, 1969

Fee: $30.00

*Novels**

This course will deal with great novels from Daniel Defoe to James Joyce. The authors and their works will be reviewed and interpreted.

Instructor: Mrs. Patricia O'Brien, Sessional Lecturer in English

Date: One afternoon per week for 10 weeks commencing January, 1970

Fee: $30.00

Chaucer and His World

Students will study the life, times, and writings of the Father of English Poetry. The famous *Canterbury Tales* will be treated in some detail and Chaucer's other works will be discussed briefly.

Instructor: Mrs. Patricia O'Brien, Sessional Lecturer in English

Date: Ten Tuesday evenings commencing October 7, 1969, 7:30-9:30 p.m.

Fee: $35.00 including text

MAN AND SCIENCE

Drugs, You and Your Family

This course will provide the student with basic information about drugs now in use, their development, hazards, and potential for the future. A number of specialists from the Department of Pharmacology will discuss drugs affecting mood and behaviour, effects and hazards of alcohol consumption, oral contraceptive agents, drugs used in the treatment of heart diseases, agents used in the treatment of high blood pressure, anticancer agents, antibiotics, and problems associated with the development and sale of drugs.

Instructors: Department of Pharmacology staff

Date: Ten Thursday evenings commencing October 9, 1969, 8:00-9:30 p.m.

Fee: $30.00

Mammals of Alberta

This course includes a brief survey of the origin and evolution of mammals, the life history and habits of Alberta mammals with emphasis on selected species, and the economic importance of mammals in Alberta. Slides and demonstration material will be used.

Instructor: Dr. J. O. Murie, Assistant Professor of Zoology

Date: Ten Tuesday evenings commencing October 7, 1969, 7:30-9:30 p.m.

Fee: $30.00

Seminar in Parapsychology and Psychic Phenomena

This is a series of five meetings composed of lecturettes and discussion by participants of the various research findings in parapsychology and psychic phenomena. When possible, guests who have experience and expertise in the fields will be in attendance. Included in the areas of discussion will be extrasensory perception, current beliefs about reincarnation, and discussion of current unexplained phenomena now widely discussed in the mass media.

Instructor: Dr. Richard L. Beard, Associate Professor of Business Operations

Date: Five Mondays commencing September 29, 1969

SELF-AFFIRMING MAN

Human Relations Training Institutes

For the past seven years the Department of Extension has conducted two Human Relations Training Laboratories each year, one in the spring and one in the fall.

These institutes are designed to provide an experience-based learning situation in which participants can gain heightened self-awareness, insights as to the effect of their behavior on others, and increased skills in interpersonal, group, and organizational relations.

The laboratory method is based on the theory that individuals can best gain understanding and skill from learning situations in which they participate in groups grappling with interpersonal, group, and organizational problems. In these groups they can share and analyze together common experiences and experiment with new ways of looking at problems and working with others. Such groups are often called "T Groups".

PARTICIPANTS

The institutes are designed to serve the needs of managers and personnel from business, industry, government, and education. Those interested in organizational and group behavior such as social and welfare workers, psychologists, psychiatrists, nurses, clergy, and volunteer community workers also find the labs helpful.

FALL LAB

Will be held September 20 to September 28, 1969, at Jasper, Alberta. The lab Dean will be Dr. Charles Hosford, N.T.I., I.A.B.S., from Portland, Oregon. The tuition fee will be $150.00. Accommodation, including meals, is $12.00 per day per person for a shared room.

SPRING LAB

Dates to be announced.

Psychology of Human Behavior

This course is a ten-week introductory course in applied psychology which will deal with the meaning of psychology in daily life; personality; individual differences; mode or style of behavior; attitudes and beliefs; social influences on behaviour; prejudice and social conflict; and application to family, self, and others.

Instructor: David McCarley, Graduate Student in Psychology
Date: Ten Wednesday evenings commencing Octo- 1, 1969, 8:00-10:00 p.m.
Fee: $30.00

Alienation of Man

Is man's awareness of his loneliness a contemporary phenomenon or can it also be found in previous centuries? Does our society and its institutions operate in such a way as to force men to be strangers to one another? Is loneliness or estrangement from things that matter necessarily negative or can it have positive value?

The perspective provided by history combined with the answers which class members have developed through their own life experience will form the basis for class discussion of these questions.

Date: October, 1969

Child Growth and Development

This course is a study of the influence of heredity, maturation, and learning; childbearing practices; intellectual, physical, moral, and emotional development; influence of culture, school, peers, and home. Emphasis will be placed on methods of upbringing and the special problems of childhood and adolescence.

Adult Learning: Principles and Methods

This course will deal informally with a variety of theoretical approaches to adult learning and in particular relate the basic concepts in the approaches to practical life situations. The course will deal with a number of situations in which adult learning occurs such as job retraining in an attempt to relate such principles as motivation, reinforcement, past learning, forgetting, and problem-solving approaches to realistic common experiences. A variety of methods of learning and instruction will be discussed stressing the importance of individual differences in both structured and incidental learning. The course will be structured in such a way that language as a tool of adult learning is emphasized, particularly in regard to concept acquisition and attainment. It will conclude with applications of learning theory to both abnormal and normal behavior.

Instructor: Leonard Stewin, Assistant Professor of Educational Psychology
Date: Ten Mondays commencing October 6, 1969, 8:00-10:00 p.m.
Place: Room 177, Education Building
Fee: $30.00

Creativity

What is it? Who has it? Can it be developed?

Discussion will focus on the unusual ways people react to puzzling, commonplace situations. "Creative" behavior occurs in both children and adults whether they be at school, work, or home. One novel act that we all share is predicting the success of our plans—how are some so very successful at such forecasting? The course presentation is designed to achieve general understanding rather than the development of "how to do it" rules, although discussion will revolve around very concrete examples.

Your Emotions and You

A study of the origin and nature of emotions, this course will consider expression and control of emotions; the place of love, hate, sex, anxiety, and aggression in our lives; and the special emotional problems of childhood, adolescence, marriage, and old age.

Instructor: David McCarley, Graduate Student in Psychology
Date: Ten Tuesday evenings commencing September 3, 1969

Laboratory for Educational Leaders

Co-sponsored by the Department of Extension and the N.T.L. Institute for Applied Behavioral

Sciences, associated with the U.S. National Education Association, this laboratory is designed for individuals and teams of administrators, supervisors, teachers, specialists, and board members who are concerned with problems of change and growth in education and in themselves.

Date: November 1-9, 1969
Place: Voyager Inn, Banff
Fee: $250.00

COUNSELLING

For those individuals who are often approached for advice or help, whether on an informal or formal basis, the Department of Extension will be offering a series of four courses over the next two-year period. These courses are designed to provide the student with increased understanding, personal insight, and skill in their helping relationships.

The four courses are Introduction to Personal Counselling, Personality and Counselling Theories, Group Dynamics—Laboratory Method, and Counselling Practicum.

Each course is regarded as an integral part of the series and those who intend to take part in the program are urged to communicate their intentions to W. H. Stewart, Associate Professor of Extension.

Introduction to Personal Counselling

The five major areas which will be covered in this introductory course are present-day approaches to counselling, nature of man, core dimensions of counselling, in-depth analysis of the self theory approach to counselling, and development of the counselling services.

Instructor: Dr. Gene Fox, Assistant Professor of Educational Psychology
Date: Ten Wednesday evenings commencing October 1, 1969, 7:00-9:00 p.m.

Group Dynamics—Laboratory Method

This course is designed as an intensive group experience in which participants gain skills, insights, and sensitivities to individual, group, intergroup, and organizational behavior.

In the laboratory situation individuals can share and analyze their common experience around such organizational dimensions as leadership, dealing with authority, decision making, communication, and group development. In addition, interpersonal relations can be explored through such questions as: How much influence did my behavior have on others? How accurately was I able to sense what others were thinking and feeling?

Date: Five Saturday afternoons commencing October, 1969, 1:00-5:00 p.m.
Fee: $35.00

Personality and Counselling Theories

This course will examine the personality theories of Freud, the neo-Freudians, and the behaviorists (Lewin, Maslow, McClelland, and Erickson) using examples from everyday life and from counselling situations. Neurotic behavior and the distinction between psychoanalysis and counselling will also be examined.

Introduction to Personal Counselling, while not a prerequisite for participation in this course, provides a useful base.

Instructor: Charles Norman, Graduate Student in Educational Psychology
Date: Ten Tuesdays commencing September 30, 1969

Counselling Practicum

In this course participants will conduct and tape-record counselling interviews. The tapes will be analyzed in class through individual appointments with course staff members and in small group sessions.

It is recommended that a minimum of two other courses listed above be completed before this course is taken.

The nineteen-hour program of the Practicum is broken down as follows:

- 2 hours—course introduction, mechanics of tape
- 3 hours—individual tape analysis (various staff members)
- 4 hours—small group sessions and tape analysis with participants working in groups of three
- 10 hours—small group sessions and tape analysis as above with a graduate educational psychology student acting as instructor.

When sufficient interest has been shown a schedule for the group sessions will be arranged.

MAN AND HIS SKILLS

Oral French I

This is an intensive beginner's course for adults who can devote somewhat more time and energy to learning a second language. No previous knowlege of French is necessary or desirable. This course uses the audio-visual method developed by linguists, *Voix et Images de France.*

Instructors: Department of Romance Languages staff
Date: Sixty sessions, Tuesday and Thursday evenings commencing September 23, 1969, 6:00-8:00 p.m.
Fee: $175.00 including texts and records (class limit 20)

Oral French II

This is an intensive intermediate course for those who have completed the beginner's course in this series or Conversational French I or have an equivalent background in French (first year University French and a certain amount of oral fluency). This course covers the second half of *Voix et Images,* first degree.

Instructors: Department of Romance Languages staff

Date: Sixty sessions, Tuesday and Thursday evenings commencing September 23, 1969, 6:00-8:00 p.m.

Fee: $170.00 including text and records (class limit 20)

Oral French III

Oral French III will not be offered this term. Students are advised to enrol in Conversational French II or III. Oral French III will be offered in the 1970-71 season.

Conversational French I A

This course is for those who have a working knowledge of French grammar roughly equivalent to the *senior high school level, but little or no oral fluency and/or have not studied French for a long time.* The objective will be to develop an easy, fluent conversational style through classroom practice using films, records, and printed lessons.

Instructors: Department of Romance Languages staff

Date: Twenty Wednesday evenings commencing September 24, 1969, 7:00-9:00 p.m.

Fee: $65.00 including records and printed lessons (class limit 20)

Conversational French I B

This course is for those who have a working knowledge of French grammar roughly *equivalent to the senior high school level.* The objective will be to develop an easy, fluent conversational style through classroom practice. Films, records, and texts will be used.

Instructors: Department of Romance Languages staff

Date: Twenty Tuesday evenings commencing September 23, 1969, 7:00-9:00 p.m.

Fee: $60.00 including materials (class limit 20)

Conversational French II

This course is an intermediate course for those who have completed Conversational French I or who have an equivalent background in French, using the same method as Conversational French I.

Instructors: Department of Romance Languages staff

Date: Twenty Wednesday evenings commencing September 24, 1969, 7:00-9.00 p.m.

Fee: $60.00 including materials (class limit 20)

Conversational French III

This is an advanced course for those who wish to improve their fluency in spoken French. Involving conversation and discussion, this course will deal with a broad range of interesting and controversial topics.

Instructor: Rene Le Blanc, Edmonton Separate School Board

Date: Twenty Wednesday evenings commencing September 24, 1969, 7:30-9:30 p.m.

Fee: $55.00 (class limit 20)

Conversational Spanish I

This is an introductory course designed to acquaint the student with everyday Spanish conversation. Classwork will include oral practice based on reading, basic instruction in grammar and pronunciation, the use of the language laboratory, and study of everyday Spanish expressions.

Instructors: Department of Romance Languages staff

Date: Twenty Tuesday evenings commencing October 7, 1969, 8:00-10:00 p.m.

Fee: $65.00 including text and manual (class limit 20)

Conversational Spanish II

This course is a review and continuation course for students who have attended the Conversational Spanish I or have an equivalent knowledge of the language.

Instructors: Department of Romance Languages staff

Date: Twenty Tuesday evenings commencing October 7, 1969, 8:00-9:30 p.m.

Fee: $50.00 (class limit 20)

Elementary German

An introductory course in German using an oral approach to the learning and practicing of patterns used in everyday life, this course will include basic grammar and simple reading. The language laboratory will be used for additional practice.

Instructors: Department of Germanic Languages staff

SECTION I

Date: Twenty Monday evenings commencing October 6, 6:00-8:00 p.m.

Fee: $60.00 including text (class limited 20)

SECTION II

Date: Twenty Thursday evenings commencing October 9, 1969, 7:30-9:30 p.m.

Fee: $60.00 including text (class limit 20)

Intermediate German

This course is a review and continuation course for students who have attended a basic elementary German course or have an equivalent knowledge of the German language.

Instructors: Department of Germanic Languages staff
Date: Twenty Tuesday evenings commencing October 7, 1969, 8:30-9:30 p.m.
Fee: $60.00 including text (class limit 20)

Interviewing

This course is intended for those who are interested in learning to improve their understanding and skills in face-to-face communication situations. It will be of particular interest and value to managers and supervisors in business and industry, hospitals, and government organizations.

The word "interviewing" is used in a broad sense. The course will cover several types of interview situations—employment, job orientation, promotion, appraisal, opinion survey, the corrective interview, counselling. Course methods will include analysis of interview situations, observations, practice utilizing video-tape, and discussion of practical experience.

Instructor: Darrell Hockett, adult educator
Date: Ten Tuesday evenings commencing September 30, 1969, 7:30-9:30 p.m.
Fee: $40.00

*Law and the Modern Woman**

This is a series of lecture-discussions on some aspects of law and its practical application to day-to-day living.

Instructor: Mrs. Adlynn E. Hewitt, Edmonton lawyer
Date: Ten Monday evenings commencing January 19, 1970, 8:30-9:30 p.m.
Fee: $25.00

*Interior Design**

There will be two courses in this subject—an evening course starting in October and an afternoon course starting in January.

The first half of this course will cover the following topics: selecting and judging house plans, kitchen and laundry planning, choosing colour schemes, lighting the home, historic furnishings, and modern furniture styles.

The second half will deal with selecting and arranging furniture, floor coverings, fabrics in the home, choosing pictures and accessories, table settings, and decorative arrangements.

Lectures will be illustrated and descriptive materials will be distributed to members of the class. There will be opportunity for discussion of individual plans and problems.

SECTION I
Instructor: Mrs. Helen Bentley, Associate Professor of Household Economics
Date: Twenty Wednesday evenings commencing October 1, 1969, 7:30-9:30 p.m.
Fee: $45.00

SECTION II
Instructor: Mrs. Shirley Urquhart
Date: Twenty weeks commencing January, 1970, 1:30-3:30 p.m.
Fee: $45.00

*Home Management**

This series of classes will deal with the many aspects of home management pertaining to the job of modern homemakers. A study will be made of the use of such resources as time, equipment, space, and ability. The purpose of the series is to improve the homemaker's general efficiency through the use of appropriate equipment and better planning of time, movement, and materials. There will also be a discussion of the homemaker's outside interests as they relate to budgeting and money management.

Date: Ten evenings commencing January, 1970

How to Train and Conduct a Choir

This is a practical course to help those who are required to train and conduct a junior or adult choir in church or school classroom. The class will form a demonstration choir and the students will be given an opportunity to conduct.

Instructor: H. Hugh Bancroft
Date: Eight Monday evenings commencing October 20, 1969, 8:00-9:30 p.m.
Fee: $20.00

Voice Production and Speech Training

This course is designed for businessmen, teachers, and others in public life who are interested in public speaking and interpretation. The training will help the student to acquire an effective presence and speaking voice. It includes physical exercises designed to attain relaxation, correct breathing, resonance, and flexible articulation.

Instructor: Mrs. Freda St. Jean de Branscoville
Date: Twenty Tuesdays commencing October 7, 1969, 8:00-9:30 p.m.
Fee: $45.00

Supervision and Leadership in the Hospital

This course is intended for persons with hospital supervisory responsibilities.

The purposes of the course are to assist the supervisor in adding to his knowledge of the principles of good supervision and to provide guidance in applying supervisory skills in the practical work situation. The course content will be both theoretical and practical. The theoretical part will explain what happens between the supervisor and his staff and why it happens. The practical part will provide training in methods and techniques—the how of sound leadership and supervision. A variety of methods will be used in presenting material including lectures, case studies, films, role playing, and group discussions. There will be an opportunity for questions and discussion to relate theory and principles to work situations and experience.

This course has been prepared in consultation with the Associated Hospitals of Alberta.

Date: October, 1969

Communication in Supervision

This seminar is for persons with supervisory responsibility in business, industry, public service, and the professions.

Its object is to identify those problems of communication and understanding which often arise between individuals and among members of an organization. Further, it will indicate ways in which these difficulties can be overcome by the person who supervises the work of others.

Topics to be discussed include the barriers people build to communication within themselves, principles involved in interpersonal communication, and the special problems which arise in organizational communication.

Instructor: Dr. Dean C. Barnlund, San Francisco State College, California
Date: September 11, 12, and 13, 1969
Fee: $75.00 (class limit 30)

It's Never Too Late

An orientation course to aid adults who intend to take up, or resume after a long period, courses of study for whatever reason. The course is co-sponsored by the Edmonton Public School Board.

Subjects to be studied are how adults learn, effective study methods, listening skills and note taking, and use of library resources.

Instructors: Hayden W. Roberts, Associate Professor of Extension; Miss Moira English, Assistant Extension Librarian
Date: Four Thursday evenings commencing October 9, 1969, 7:30-9:30 p.m.
Fee: $8.00

Speed Reading

This course is designed to increase overall reading efficiency. Emphasis will be placed on improving rapid reading skills and on improving the ability to remember what has been read.

The course will be open to those who normally read materials of a 7th grade level or higher. It will be appropriate for high school students, college students, and adults.

SECTION I
Instructor: Dr. Paul Koziey, Assistant Professor of Educational Psychology
Date: Eight Wednesdays commencing September 10, 1969, 6:00-8:00 p.m.
Place: Education Building
Fee: $40.00 (class limit 30)

SECTION II
Instructor: David Paley, Graduate Student in Educational Psychology
Date: Eight Mondays commencing September 15, 1969, 8:30-10:30 p.m.
Place: Education Building
Fee: $40.00 (class limit 30)

PRESCHOOL PROGRAMS

This series of courses will be of special interest to those working with young children in day care centres or other group settings as well as concerned parents. There are no specific prerequisites for the courses but students are encouraged to complete the sequence in consecutive order.

Part I: Introduction

Classes will consist of lectures and discussions which will present an overview of preschool programs in the community.

Topics will include positive and negative views of preschool programs, the needs of parents and children in our society, the role and relationship of various professional and community agencies, problems of staff and programming, the contribution and training of volunteers, and administration of day care centres.

Instructor: Howard Clifford, Edmonton Social Service Department
Date: Ten Tuesday evenings commencing October 7, 1969, 8:00-10:00 p.m.
Fee: $30.00

Part II: Creative Activities for Children

This course will be of interest to the staff of playschools, day care centres, and others who work with children two to five years of age. Art, language arts, music, and movement are among the topics to be covered.

Instructors: Mrs. Pearl Turner, Edmonton kindergarten teacher; Miss Margaret Ellis, Assistant Professor of Physical Education; A. S. Rumbelow, Superintendent of Music of the Edmonton Public School Board; Murray MacDonald, Special Lecturer in Education
Date: Ten Tuesday evenings commencing January 13, 1970, 8:00-10:00 p.m.
Fee: $30.00

Part III: Preschool Behavior

Classes will consist of lectures and discussions concerning adult-child relationships.

Topics will include needs of the normal child, early identification of child problems, understanding and relating to the over-aggressive child, the withdrawn child, temper tantrums, common problems in adult-child relationships, and resources available in the community for the child with special needs.

Instructors: Howard Clifford, Edmonton Social Service Department; Dr. Jean Nelson, Lecturer in Paediatrics

Date: Ten Thursday evenings commencing October 9, 1969, 8:00-10:00 p.m.

Fee: $30.00

Part IV: Creative Programs

This course will explore in greater depth some of the topics covered in previous courses and will introduce new material on program planning and community resources.

Instructor: Mrs. Sheila Campbell

Date: Ten weeks commencing January, 1970, 8:00-10:00 p.m.

Fee: $30.00

OTHER PROGAMS

European Summer Program

The Department of Extension arranges a program of studies in Europe each summer. These programs are open to people from all over Western Canada. Each year's program consists of a number of separate courses of study in various parts of Europe. In 1969 one group of participants attended the Summer School at the University of Poitiers, Tours, France; another group attended the International Summer School at Edinburgh University, and a third group took part in an Art Appreciation Tour embracing eight main art centres in Europe, starting and ending in London.

Plays and Stagecraft Notes

A list of 46 Western Canadian one-act plays is available from the Department of Extension. Mimeographed copies of the plays may be obtained at 25 cents per copy. One three-act play, "Stampede", is available at 75 cents per copy. The Department of Extension distributes on request Stagecraft Notes on the following subjects: stage lighting, how to build your own lighting equipment, make-up materials, stage costume, work of the director, work of the actor, work of the stage manager, painting materials, and properties.

Senior Citizens' Lecture Series

It is expected that the Downtown Senior Citizens' Program will be repeated in the fall of 1969. For further details contact the Department of Extension.

Continuing Professional Education for Teachers

A series of short courses of general interest to teachers will be offered early in July. Subjects will be announced at a later date.

Home Economics Today

This survey and refresher course in home economics for graduates is arranged by the Edmonton Home Economics Association, The School of Household Economics of The University of Alberta, and the Department of Extension. Held during the winter months, this series of lectures is planned to give graduates up-to-date information on research, recent developments, and current trends in the field of home economics. This course also has been given in Red Deer.

New Math for Parents

The Department of Extension has recorded a course in New Math for Parents which was held in Edmonton in the winter of 1967. This course was designed to help parents understand what their children were doing and how they were thinking mathematically. The tapes have subsequently been used by groups outside Edmonton and appear to be useful for self-study or discussion group work. Inquiries about the use of these tapes may be addressed to the Department.

Focus '69-'70

This special program consists of two meetings open to all students participating in classes marked* at no extra charge. A limited number of guest tickets will be available at $4.00 per person (including luncheon).

These meetings will be held from 10:00 a.m. to 4:00 p.m. and will enable participants to investigate a topic of current interest in some depth. The keynote speakers will be drawn from the ranks of concerned scholars.

The topics for these programs will be The Community and the Individual, and Communications.

Guest Speakers: Hayden W. Roberts, Associate Professor of Extension, and William H. Stewart, Associate Professor of Extension

Dates: Friday, November 14, 1969, and Friday, March 20, 1970

Place: Room 120, Corbett Hall

GLENGARRY CENTRE PROGRAMS

In co-operation with the City of Edmonton, several programs will be held at the Glengarry Community Centre, 13315 - 89 Street.

NOTE: The tuition scholarship program (see p. 52) also applies to these programs.

*A Second Look**

This is a program designed for women contemplating a return to school, a new job, or a move into volunteer activities. The emphasis will be on providing a group setting in which women who are contemplating a change in their home and community role will have an opportunity to examine their own goals, skills, and abilities as well as the possibilities for their use and development in the community.

Date: Ten Tuesday mornings commencing January 20, 1970, 9:30-11:00 a.m.

Fee: $25.00

*Sociology**

This course presents a brief introduction to the field of sociology. The first sessions furnish an overview of the concepts pertinent to the study and understanding of society. Working with the perspective gained in the introductory session, students will inquire into several facets of our social life.

The lecture-discussions will cover the sociological perspective, culture and society, socialization and personality, the process of resocialization, contemporary family structure, sensual culture and the playboy philosophy, minority groups, religion and secular society, and social deviations—other directed.

The various areas of inquiry will be approached from an applied or practical perspective rather than a theoretical perspective. The course is designed to furnish insights into the various institutions and problems of our society.

Instructor: D. H. Berg, Graduate Student in Sociology

Date: Ten weeks commencing October, 1969, 9:30-11:00 a.m.

Fee: $20.00

*Law and the Modern Woman**

This is a series of lecture-discussions on some aspects of law and its practical application to day-to-day living.

Instructor: Mrs. Adlynn E. Hewitt, Edmonton lawyer

Date: Ten Tuesday mornings commencing October 7, 1969, 9:30-11:00 a.m.

Fee: $25.00

WETASKIWIN

The Department of Extension arranges, in conjunction with a local advisory committee, a program of evening classes at Wetaskiwin each winter. Subjects offered in the winter of 1968-69 were French, German, Interior Design, and Parent-Teen Relationships. The same classes will be offered during the winter of 1969-70. One of the main objectives in the program is to encourage community participation in the planning and carrying out of an education program for adults. This objective is being successfully accomplished with the participation of the local advisory group and their successful efforts to obtain subsidy funds for this local program from local school boards and other local authorities.

PROGRAMS OUTSIDE EDMONTON

From time to time the Department of Extension organizes workshops and short courses in cooperation with community groups in other areas. One-day workshops on Law and the Modern-Woman and programs for Preschool Age Children may be arranged through this Department. We would be pleased to discuss any other arrangements and subjects to meet the needs of community groups.

The University at Hinton, an experimental program of lectures and discussions on various topics, has been scheduled for 1969-70 in Hinton. In the fall aspects of applied social science will be discussed and in the spring the topics will concern the arts and humanities.

SCHOLARSHIPS

A limited number of tuition scholarships are available for courses in the Liberal Studies Division. Preschool programs are not included in this provision. For further information please telephone 439-2021, extension 55 or 34.

Public Administration

LOCAL GOVERNMENT STUDIES

MAIN ADVISORY COMMITTEE

Duncan Campbell, (Chairman), Director of Extension, The University of Alberta

D. A. Bancroft, Associate Professor, Public Administration Division, Department of Extension, The University of Alberta

Dr. E. J. Hanson, Department of Economics, The University of Alberta

A. W. Morrison, (ex officio), Deputy Minister, Department of Municipal Affairs, Government of Alberta

Dr. H. T. Sparby, Division of Educational Administration, Faculty of Education, The University of Alberta

A. B. Wetter, Division of School Administration, Department of Education, Government of Alberta

Bruce Ramsay, Chief Municipal Inspector, Department of Municipal Affairs, Government of Alberta

J. B. Laidlaw, Assessment Commissioner, Department of Municipal Affairs, Government of Alberta

A. R. Isbister, Alberta Assessors Association

D. E. Mills, Chief Provincial Assessor, Department of Municipal Affairs, Government of Alberta

W. G. Schmidt, Executive Director, Alberta School Trustees' Association

W. G. Johanneson, Secretary-Treasurer, Town of Drayton Valley

E. Newman, Executive Secretary, Alberta Urban Municipalities Association

Alex Boychuk, President, School Business Officials of Alberta

John Skuba, President, Alberta Association of Municipal District Secretary-Treasurers

Ralph Brown, President, Alberta Association of Municipal Districts and Counties

CERTIFICATE IN LOCAL GOVERNMENT

The Certificate Program in Local Government requires the completion of four courses, one course per year.

The program includes Local Government Introduction (suggested for first year students), Local Government Business Affairs, and Local Government Organization as compulsory courses. Either Local Government Accounting or Municipal Planning must be added to complete qualification for the Certificate. The courses may be taken in any order since not all courses are offered each year. The year each will be offered is noted in the description. The fee for each course is $100.00.

Local Government Introduction (1971-72)

This course is constructed to permit all new students in both the Local Government and Municipal Assessment series to be combined into one class. It covers a half term on history and background, and a half term on finance.

Instructor: D. A. Bancroft, Associate Professor of Extension

Texts: *Financing Government,* Harold M. Groves. *Canadian Municipal Government,* K. G. Crawford. Selected Statutes of Alberta.

Local Government Business Affairs (1969-70)

This course is designed to cover essential concepts of commercial law for the managers of municipal or school business. It includes sections on law of contract, law of agency, sale of goods, property management, insurance management, public finance, and elementary accounting principles.

Instructors: D. A. Bancroft, Associate Professor of Extension, and others

Texts: *The Law and Business Administration in Canada,* J. E. Smyth and D. A. Soberman.

Local Government Organization (1970-71)

A review of the organization of local governments is provided in the first half of this course. The powers and duties and legal status of the councils and boards in local government are treated in the second half.

Instructors: D. A. Bancroft, Associate Professor of Extension, and others.

Texts: *Canadian Municipal Government,* K. G. Crawford. Selected Statutes of Alberta

Municipalities Planning (1969-70)

This is a course giving basic principles and some outline of procedures of the planning functions for Alberta municipalities. The syllabus covers such areas as planning law and authority; planning processes and the general plan; land use theory; and planning administration in Alberta.

Instructors: D. A. Bancroft, Associate Professor of Extension, and others

Local Government Accounting (1970-71)

Offered in certain years on an open class basis for all students and practitioners of local government accounting, the course deals exclusively with fundamental concepts of municipal and school accounting procedures in Canada. It covers fund accounting, general revenue funds, capital and loan funds, other funds, financial statements, budgeting, cost accounting, interpretation, and auditing. Many illustrations are provided and modern techniques are examined.

Instructor: D. A. Bancroft, Associate Professor of Extension

Texts: *Municipal Finance Reporting Mannual,* Dominion Bureau of Statistics. *Simplified Municipal Accounting,* Municipal Finance Officers' Association.

CERTIFICATE IN MUNICIPAL ASSESSMENT

The Certificate Program in Municipal Assessment has been in the past a three-year program. In 1968-69 it became a four-year program. One of the four years may be taken through the Appraisal Institute of Canada. The fourth year permits an option between the Assessment Uniformity course and Economics. The courses may be taken in any order since not all are offered each year. The program may be completed by taking one course per year for four years. The year each course will be offered is noted in the description. Requirements and offerings are set out below. The fee for each course is $100.00.

Local Government Introduction (1970-71)

This course is constructed to permit all new students in both the Local Government and Municipal Assessment series to be combined into one class. It covers a half term on history and background and a half term on finance.

Instructor: D. A. Bancroft, Associate Professor of Extension

Texts: *Financing Government,* Harold M. Groves. *Canadian Municipal Government,* K. G. Crawford. Selected Statutes of Alberta.

Assessment Appraisal (1969-70)

This is the theory course of the Appraisal Institute of Canada, modified for the particular needs of municipal assessors. Extensive treatment is given to the principles of valuation, the market approach, the cost approach, and the income approach, with reference to the use of these approaches in assessment procedure.

Instructor: D. A. Bancroft, Associate Professor of Extension

Text: *The Appraisal of Real Estate,* American Institute of Real Estate Appraisers.

Assessment Elements (1970-71)

The assessment function, principles, and an introduction to land economics comprises the first half of this course. In the second half the course concentrates on soil qualities and land inspections for assessments.

Instructor: D. A. Bancroft, Associate Professor of Extension

Texts: Selected Soil Survey Reports of Alberta. Selected Statutes of Alberta. Selected Technical Reports and other publications of provincial and federal government departments.

Assessment Uniformity

(To be offered at a future date)

An advanced study of the property tax base in Alberta municipalities and a method of relating assessments to another standard of valuation, this course considers computation of assessment sales ratios, computations and medians and co-efficients of variations, and computation of correlation and regression.

Instructor: D. A. Bancroft, Associate Professor of Extension

Texts: Selected publications of equalization studies from Alberta and other provinces.

Economics

(To be offered at a future date)

This is a general introduction to the study of economics. Theory of markets, prices, competition, marginal and average costs, and other basic concepts are topics of study.

GENERAL GOVERNMENT STUDIES

ADVISORY COMMITTEE

Duncan Campbell, (Chairman), Director of Extension, The University of Alberta

D. A. Bancroft, Associate Professor, Public Administration Division, Department of Extension, The University of Alberta

H. L. Biehn, Assistant Regional Director, Public Service Commission, Government of Canada

James L. Engel, Director of the Training and Development Division, Personnel Department, Government of Alberta

Dr. W. D. Gainer, Professor and Head, Department of Economics, The University of Alberta

Don Hiron, Training and Testing Officer, Personnel Department, City of Edmonton

C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta

J. K. Masson, Assistant Professor, Department of Political Science, The University of Alberta

R. G. McFarlane, Regional Director, Department of Public Works, Government of Canada

Dr. V. A. Wood, Deputy Minister, Department of Lands and Forests, Government of Alberta

CERTIFICATE IN GENERAL GOVERNMENT

This program is arranged and organized by the Department of Extension in co-operation with the Department of Political Science and the Department of Economics.

It is designed to meet the need for the training of civil servants in administration to enable them to perform their increasingly diverse functions more effectively. It will provide an intensive review of the nature of the Canadian economy and its special problems, the structure of Canadian society (including the forces and trends which are transforming it), together with a study of the techniques of administration and the human relations base on which they rest.

The program is open to persons who have assumed, or will shortly be assuming, positions of increased responsibility in their civil service careers and who wish to prepare themselves through prior study.

The program consists of both core and elective subjects. Three core subjects are required. Core subjects offered are Economics, Canadian Government Structure, Government Organization and Administration, and Organization Theory: Human Relations. Elective subjects offered are Sociology, Public Finance, Quantitative Methods, Geography, Accounting and Budgeting, and Administrative Law. The University awards a Certificate in General Government Studies to students who successfully complete six subjects. The six may be four core subjects and two electives, or three each of the core and elective subjects. The fee for each course is $90.00.

A student may enrol in not more than two subjects in the same term. By undertaking two subjects in each term, the student may complete the program in three years. Many students elect to take only one subject per year. Instruction is given in two-hour lectures for twenty-five weeks for a total of fifty classroom hours per course on The University of Alberta campus.

The University reserves the right to restrict registration in any class or cancel any class for which there is insufficient registration.

Completed applications for admission to the program must be forwarded to the Advisory Committee, Public Administration Division, Department of Extension, The University of Alberta, Edmonton, by September 20, 1969.

CORE SUBJECTS

Economics (1970-71)

The course is a brief description of the Canadian economy. Elementary theory of prices, markets, competition, and other basic concepts, with some attention to the impact of governments, will be discussed.

Canadian Government Structures (1970-71)

A study of institutional and political structures and processes in the Canadian confederation, this course considers the political science of federalism in contemporary Canada.

Government Organization and Administration (1970-71)

This course deals with the public administration of government at federal, provincial, and local levels. Instruments of administration departments, civil servants, corporations, budgets, delegation, and control will be discussed.

Organization Theory: Human Relations (1969-70)

The dilemma of goal conflicts and incongruencies of the organizational personal conditions, bureaucracy, and the means of gaining objectives for both people and institutions through co-ordination and co-operation are topics of study.

ELECTIVE SUBJECTS

Sociology (1970-71)

Social movements and human relationships such as family, school, church, work, and law will be under consideration.

Public Finance (1970-71)

This course deals with the taxation and expenditure operations of government in modern Canada as a function of deliberate public policy. Scope of activity, public purposes and policies, and tax reforms will be topics of study.

Quantitative Methods (1969-70)

The application of statistical methods to the solution of problems with emphasis on prediction techniques, sampling, time series, and index numbers; other quantitative techniques in planning and programming; and application to computer methods are the subjects of this course.

Geography (1969-70)

Students will consider the regional geography of Canada; the physical, economic, and political influences on the regional development and history of Canada. Concepts of geographic regions, their characteristics, and use of regional concepts also will be studied.

Administrative Law (1969-70)

This is a course on the use of administrative discretion in public service and the delegation, control, and removal of discretionary power. Procedures under The Administrative Procedures Act and the Ombudsman Act will be discussed.

Accounting and Budgeting (1969-70)

This is a study of some public accounts and the information content of statements and budgets. The language of accounts, funds, appropriations, and control will be discussed along with program budgets and performance measures.

SHORT COURSES

Refresher Course in Municipal Administration—Banff

An annual conference course to be held at the Banff School of Fine Arts is scheduled for Monday, Tuesday, and Wednesday, June 8 to 10, 1970. Topics of current interest to municipal administrators will be studied. Both elected and appointed municipal officials from rural and urban units are invited. A record of proceedings is published.

Short Course in School Administration —Banff

Separate sessions for school trustees and school board secretaries are programmed for this conference. The annual presentation is scheduled for Thursday, Friday, and Saturday, June 11 to 13, 1970, at the Banff School of Fine Arts. Joint sessions of trustees and secretaries are held for special informational presentations by the Department of Education and for special speakers.

CERTIFICATE IN REAL ESTATE

The Certificate Course in Real Estate is a three-year program of real estate education offered by the Department of Extension in co-operation with the Alberta Real Estate Association. It is open to any adult who meets admission requirements and who can benefit from university-level study.

ADVISORY COMMITTEE

Duncan Campbell, (Chairman), Director of Extension, The University of Alberta

D. A. Bancroft, Associate Professor, Department of Extension, The University of Alberta

C. W. Carr, Secretary-Treasurer, Alberta Real Estate Association

T. H. Dale, F.R.I., Member, Alberta Real Estate Association

M. H. Fisher, Deputy Commissioner of Real Estate, Department of Provincial Secretary, Government of Alberta

E. Bruce Graham, F.R.I., Chairman, Education Committee, Alberta Real Estate Association

W. F. Johns, F.R.I., Education Committee, Alberta Real Estate Association

L. C. Lietch, Professor, Faculty of Business Administration and Commerce, The University of Alberta

D. N. Liteplo, F.R.I., Associate Professor, Department of Extension, The University of Alberta

J. C. Longman, Administrative Officer, Division of Continuing Education, The University of Calgary

A. O. Robarts, Assistant Professor, Faculty of Business Administration and Commerce, The University of Alberta

Admission Requirements

Applicants will be expected to have a senior high school diploma, to be over the age of twenty-five, and to have recognized experience in real estate or a related field. These requirements may be waived by the Real Estate Program Advisory Committee if warranted by special circumstances.

The $150.00 fee for 1969-70 course work includes tuition, lesson material, textbooks, and examination costs.

Completed applications for admission must be forwarded to the Secretary-Treasurer, Alberta Real Estate Association, 503-7th Street S.W., Calgary 1, Alberta, by August 15th, 1969. Applications must be accompanied by a cheque payable to the Alberta Real Estate Association.

THE PROGRAM

The Certificate Course in Real Estate consists of a three-year program of course work designed to raise standards of realtor service by providing the breadth of basic knowledge required to resolve problems in investment analysis. While of benefit to agents and their sales representatives, the program will also be of value to persons in related fields—mortgage lenders, appraisers, assessors, property managers, building contractors, developers, private investors, and others.

To be eligible for the University Certificate in Real Estate, students are required to obtain a pass standing in each of nine courses, three of which are offered each year as indicated below.

In Edmonton and Calgary, students will meet one evening per week for a total of thirty-two two-hour lectures and discussion sessions each winter. Persons residing outside of these two urban centres may enrol as correspondence students. Courses in the Certificate Program will commence in mid-September and will end in early May.

Lecturers and discussion leaders will be drawn from the real estate industry, from other business and professional groups, and from the academic staff of the Province's universities.

Work will be assigned to the students throughout the three years and final examinations will be written on completion of each of the nine courses. Standing will be based on proficiency in written assignments and performance in examinations.

OFFERED BY LECTURE 1969-70, AND BY CORRESPONDENCE 1969-70 AND 1970-71

Financial Accounting and Analysis of Financial Statements

This course discusses basic accounting concepts, special problem areas, and limitations of financial accounting as well as techniques of statement anaylsis and measurement of cash flows.

Real Estate Finance

This is a study of sources of credit with emphasis on interim, special purpose, and mortgage financing. The course treats economic, legal, and financial implications of credit.

Principles of Real Estate Marketing

This is a detailed course in marketing emphasizing economic and market analysis, sales organization and management, advertising, community relations, and other marketing problems and techniques.

OFFERED BY LECTURE 1970-71, AND BY CORRESPONDENCE 1970-71 AND 1971-72

Real Estate Law

This course is a study of Alberta law intended to help avoid legal difficulties which can arise in connection with real estate transactions.

Essentials of Building Design and Construction

This is a comprehensive non-technical course given primarily for real estate practitioners to familiarize them with the product with which they deal.

Appraisal of Real Property

The theory and fundamentals underlying the valuation of rights in real estate are the subject of this course.

OFFERED BY LECTURE 1971-72, AND BY CORRESPONDENCE 1971-72 AND 1972-73

Real Estate Economics

This is an elementary course in economic theory combining the so-called principles of pure economics with elements of urban land economics.

Urban Studies

This course deals with the basic teachings of urban geographers and with the study of sociological problems of land utilization in urban areas.

Land Planning and Development

This course is a study of community planning and subdivision development which emphasizes attitudes and practices of planning consultants, public agencies, and investors.

NOTE: Real Estate Economics, Urban Studies, and Land Planning and Development will also be offered for correspondence study only in the 1969-70 session.

The program is open-ended with each set of courses repeated by lecture and correspondence every third year. Students may commence in any year and will graduate upon completing all three sets of courses. Normally the program is completed in three years, but it is possible to earn the University Certificate in as little as two years or within a maximum of six.

Annual Report

EXTENSION ACTIVITIES OF THE UNIVERSITY OF ALBERTA FOR THE YEAR ENDING MARCH 31st, 1969

Dr. Walter H. Johns,
President,
The University of Alberta.

Dear Mr. President:

I have pleasure in presenting the fifty-sixth annual report on the Extension activities of The University of Alberta for the year ending March 31st, 1969.

Much has been and will be said on the impact of an exploding technology on human experience. Dr. Kenneth Hare, former President of the University of British Columbia, in a convocation address at the University of Western Ontario speaks to its impacts on the university:

> "Technology is bringing us two certainties: increasing adult leisure, and the need constantly to re-equip ourselves for the jobs we do, as they get more technically difficult. The universities must tackle both jobs: to make that adult leisure a rich experience, by giving scope for intellectual adventure; and to be always on hand for those retraining jobs that you are going to demand . . .
>
> "By what right do we regard such people (non-regular students) as a peripheral responsibility? Clearly some are working below true university level. But others are our own or somebody else's graduates coming back for more. Still others are those who somehow missed out the first time around. I believe that in future we shall have to recognize that this flood of mature adults to the university's gates is a lasting thing, a privilege for those already inside, and a tonic for the academic world."

This report is concerned with those activities in education and training undertaken by that branch of the University particularly concerned with the outreach of the University to the adult student. This work is based on a conception of purpose which includes the identification of needs in the continuing education of adults; the development, in consultation both with the students and experts in many fields, of the appropriate syllabus for programs; and the provision of the framework through which continuing education takes place.

The Department of Extension is organized in divisions which undertake program responsibility in these areas: liberal studies; business, technical, and professional training; fine arts; local government and public administration; human resource development; and two service divisions, the Educational Media Division and the Extension Library.

An important part of the University's responsibility in its Extension program must be, as Dr. Hare has suggested, the provision to the capable adult of the opportunity for intellectual adventure. To capture and maintain the interest of the adult the program offered must be interesting, lively, and relevant to his concerns. This need not mean that they be superficial in content or turgid in presentation. They will recognize that the learner is an adult with something to contribute out of his own judgment and experience.

About one-third (or 3,600) of all students registered in Extension programs during the year participated in a variety of liberal studies courses, seminars, and conferences. Typically these are from 25 to 40 hours duration, usually based on a major textbook and supplemented extensively with current material drawn from other sources. A continuing departmental emphasis is the integration of the humanities and the social sciences as an element in all programs of the Department. While this sometimes presents administrative difficulties, it is nonetheless inappropriate to consolidate or perpetuate an attitude that professional-vocational training is something apart from liberal education and that the two should not meet.

The largest number of students, some 760, were involved in studies in the social sciences. Courses in modern languages and literature, registering 468, and students in history and public affairs, registering 256, were the next largest groups.

Among the new programs offered during the year was *Focus '68-'69,* a one-day program of education held in November and March and jointly attended by 154 women, designed to assist them in shaping the pattern of their lives following completion of the period of responsibility to their children. Among the number of consultants meeting with this group were D. H. Berg and Dr. J. C. Hackler, both of the Department of Sociology.

The increasing assault on traditional standards of behaviour in contemporary institutions was the core of discussion in a seminar program, *Col-*

loquium V . . . The Issues, which registered 20 senior business and professional leaders. This group met each two weeks at dinner to consider issues raised in recent books by Northrop Frye, Pierre Elliott Trudeau, Harvey Cox, Gerome Frank, Paul Goodman, and others. Three members of the University staff, Dr. T. R. Anderson, Professor of Christian Ethics, St. Stephen's College, Dr. F. D. Blackley, Professor of History and Associate Dean of Arts, and Dr. W. W. Pearson, Professor of Industrial and Vocational Education, led the discussions.

Other new programs offered during the year included *Twentieth Century Poetry* instructed by Mrs. P. O'Brien of the Department of English and attended by 19 students; *Policy Making in Crime and Delinquency,* led by Dr. J. C. Hackler, Associate Professor of Sociology; and *Addiction and Dependencies,* a cross section on points of view on this controversial subject presented by a group of authorities in the field to 38 students and broadly reported through the press and radio.

As is becoming increasingly recognized in North American and Western European educational institutions, the combination of education with travel is a useful addition to institutional curricula. For the second year, this Department organized programs of studies combined with travel abroad. In co-operation with the University of Edinburgh, Scotland, the Byam Shaw School of Drawing and Painting in London, England, and the Institute d'Etudes Françaises at the University of Poitiers, France, three classes of from two to four weeks duration were organized for 95 participating students at Edinburgh, London, and Tours, respectively.

The *High School Enrichment Program* has been a co-operative venture undertaken in association with the public and separate school systems, the Northern Alberta Institute of Technology, and the Research Council of Alberta. Its purpose is to provide an opportunity to senior high school students to acquaint themselves with the broad range of disciplines which make up the University. This year, 500 selected students undertook studies in six major areas: biology, classics, food science, language, physics, and political science. These brief but important introductions to the subject areas were led by staff members of The University of Alberta including Dr. J. S. Hayward, Assistant Professor of Zoology; Dr. W. N. Stewart, Professor and Head of Botany; Dr. R. J. Buck, Professor and Head of Classics; Dr. Rosemary Nielsen, Assistant Professor of Classics; Dr. Margery W. MacKenzie, Associate Professor of Classics; Dr. G. Hermansen, Associate Professor of Classics and History; Dr. H. Jackson, Assistant Professor of Food Science; G. J. K. Packer, Assistant Professor of Food Science; Dr. J. A. Jacobs, Killam Memorial Professor of Science; R. A. Melvin, Assistant Professor of Political Science; J. P. Johnston, Assistant Professor of Political Science; T. G. Harvey, Assistant Professor of Political Science; and J. A. Lejnieks, Assistant Professor of Political Science.

Mention has been made in earlier reports of the growing concern of business, professional, and governmental organizations about training in the field of human relations. Their interest is reflected in the progress of the Department in this area which is under the review of an advisory committee which includes University staff members, psychiatrists and psychologists of Alberta hospitals, and representatives from industry and the clergy.

A principal part of the Department's undertaking in this area includes three training sessions conducted in May, October, and February in Jasper and Banff. Of these, the *Laboratory for Educational Leaders* was conducted in association with the National Training Laboratory—an affiliate of the National Education Association of the U.S.A. This program, under the leadership of Dr. John Wallen, Social Psychologist, Northwest Regional Educational Laboratory, Portland, Oregon, was particularly significant in that it represents the first exposure of educators in Western Canada to the laboratory approach to learning.

Among the new programs offered during the year in this area were *Communication in the Hospital,* a course instructed by Dr. T. M. Mallinson, Director of Communication Studies at Simon Fraser University, which was attended by 24 students; *Communication in Marriage* and *Communication in Supervision,* both instructed by Dr. Dean C. Barnlund of San Francisco State College to 16 and 29 students respectively. A continuing series of courses entitled *Human Factors in Management and Supervision* were offered under the direction of George H. Mettors, Sessional Lecturer in Industrial and Vocational Education; Associate Professor E. G. Stickle, Educational Psychology; and Associate Professor Hayden W. Roberts of this staff, to an aggregate registration of 100.

The rapid social, political, and institutional changes going on in the Northwest Territories have linked many members of the University staff to the North through consultation and research. During the year this Department has co-operated with various governmental and private groups in Yellowknife in the planning and execution of programs of continuing education in the Northwest Territories. In addition, a *Yellowknife Lecture Series* arranged by the Department and conducted during the winter featured a number of the members of the staff of The University of Alberta including Dr. D. B. Scott, Professor and Head of Computing Science; Professor J. Jameson Bond, Executive Director of the Boreal Institute of Northern Affairs; Dr. A. R. Thompson, Professor of Law; Dr. R. E. Baird, Associate Professor of Political Science; Dr. G. B. Walker, Professor and Head of Electrical Engineering; L. C. Green, Professor of Political Science; L. E. Gads, Professor and Associate Dean of Engineering; Dr. K. B. Newbound, Professor and Associate Dean of Science. Eighty Yellowknife citizens comprised the audience.

Members of the staff have given active leadership in the development of continuing education within other organizations and agencies and in the initiation of a new association, the Alberta Association for Adult Education. They have, as well, participated in the work of the Canadian Association for Adult Education and the Canadian Association of Departments of Extension and Summer School.

BUSINESS, TECHNICAL, AND PROFESSIONAL EDUCATION

It is evident that modern business and industry recognizes the maintenance and improvement of managerial skill as an increasingly important ingredient in operations. The University of Alberta, through its Department of Extension working in close co-operation with the Faculty of Business Administration and Commerce, has made a valuable contribution to Alberta industry in the provision of a wide variety of formal and informal continuing education programs. In all, some 89 courses were offered at six points in the Province and the Northwest Territories to 4,300 students.

A significant part of the work of the Department in this area is channelled through a variety of certificate programs developed in conjunction with the Faculty of Business Administration and Commerce. These are systematic programs of study of 200 to 300 instructional hours which embrace a group of core subjects and are so designed as to provide the student with a thorough overview of the area as a whole. Typically, such certificate programs require the sustained attention of the students over a period of three to five years.

By way of example, the *Certificate Program in Management Development,* which is offered to mature, middle-level, management persons, many of whom are already graduates of this or another university and typically are within the age group 27 to 35, has as its purpose their preparation for senior positions. Core subjects offered include *Management Accounting and Financial Controls, Canadian Economic Development,* and *Business Organization and Administration.* Three optional courses may be selected from *Business Finance, Personnel Administration, Commercial Law, Marketing, Production Management, Commercial Data Processing,* and *Business Policy* to qualify for the certificate. Fifty hours of instruction is offered in each of these courses. As in previous years, the program was offered in Edmonton, Lethbridge (in association with The University of Lethbridge), Red Deer, Grande Prairie, and Hinton (where most of the students are drawn from the Northwest Pulp & Power Ltd.).

This program, in which 736 were registered this year, is guided by an advisory committee comprising R. R. Faryon, Associate Professor of Extension; D. S. K. Gray, President, Alberta Mack Truck Distributors Limited; J. R. Kandler, Comptroller-Administration Manager, Healy Ford Center; S. A. Keays, President, Waterloo Motors Limited; C. M. Lockwood, Assistant Director of Extension; Dr. R. E. Schneck, Associate Professor of Business Administration and Commerce; I. K. Sutherland, Vice-President, Northwest Pulp & Power Ltd., Hinton; R. Sutherland, President, Canadian Engineering Surveys Limited; and R. B. Wishart, Administrator of Student Awards, The University of Alberta. The committee is responsible for the maintenance of an appropriate standard, both through its selection of students and its scrutiny of examination results.

The recruitment, selection, training, and promotion of staff is recognized as an increasingly important business function. The *Personnel Administration Certificate Program* is designed to meet the need of training officers. This program is under the review of an advisory committee including three representatives of the Personnel Association of Edmonton—W. H. Chidgey, Personnel Selection Officer, Government of Canada; K. Robertson, Public Service Commissioner, Province of Alberta; and J. D. Varley, Employee Relations Assistant, Interprovincial Pipe Line Co.—and Dr. E. S. Shihadeh, Associate Professor of Business Administration and Commerce, and members of this Department, representing The University of Alberta.

The courses offered in this program include *Canadian Economic Development, Business Organization and Administration, Human Relations, Labour Relations, Salary and Wage Administration, Labour Economics, The Personnel Function,* and *Training and Development of the Work Force.* Two hundred and twenty-seven students were registered in the various courses.

For over a quarter of a century the Department, in co-operation with the Society of Industrial Accountants of Canada, has offered a business training program leading toward the designation *Registered Industrial Accountant.* Typically, four or five years of evening class work is required to qualify for the designation which includes courses in accounting and allied subjects. Twenty-nine such courses were offered in Edmonton during the year to an aggregate student body of 895.

The Department in its work relates itself to the professional faculties of the University—Education, Pharmacy, Law, Engineering, Agriculture, and Science—through a variety of short courses, conferences, and seminars. Typical of this relationship in a series of 12 seminars in various aspects of the law which spring out of an initiative taken by this Department in conjunction with The Law Society of Alberta some seven years ago. In consultation with the Law Society, The Canadian Bar Association, and the Faculty of Law, programs in *Criminal Trial Procedures, New Law of Divorce, Private Companies, Law Office Management,* and others were offered to a total of 790 students in Alberta during the year. Among the instructors were John R. Griner, President, Legistics Limited, Toronto; R. Y. W. Campbell, Q.C., Toronto; Julien D. Payne, Professor of Law, University of Western Ontario; and W. Mitchell of Vancouver, along with practising members of the Bar and staff members of the Faculty of Law of The University of Alberta. Interesting and productive use is made of videotapes of the original presentation of these programs in outlying communities to small groups of Alberta lawyers.

In consultation with the Association of Professional Engineers of Alberta and various Departments of the Faculty of Engineering, 19 courses were offered in a wide range of subject areas. Typically, these programs are of 20 instructional hours and this year served an aggregate of 454 engineers.

Don Michels, Director, Corporate Manpower Development, Control Data Corporation, Minneapolis, led a seminar on *Engineering Management,* registering 21 students; John W. Fondahl, Professor of Civil Engineering at Stanford University, instructed *Critical Path Methods* to 36 students in Banff; and Dr. Gerald Nadler, Professor and Chairman, Industrial Engineering Department, University of Wisconsin, led *IDEALS Concept* which registered 18 students. A course in *Airphoto Interpretation* was directed by Dr. J. D. Mollard, President, J. D. Mollard and Associates Limited, Consulting Civil Engineers and Engineering Geologists, Regina, and was attended by 49 students. *Principles of Designing Optimal Inventory and Production Systems* was taught by Dr. S. R. Arora, Associate Professor, Department of Mechanical Engineering, University of Minnesota, to 12 students. It is a pleasure to acknowledge the participation and assistance of a large number of members of the Faculty of Engineering in various aspects of these programs.

Among programs offered to other members of the business and industrial community were *Estate Planning for Businessmen,* instructed by F. D. Jones, Associate Professor of Law, and registering 33 adults; *The Computer as an Architect's Assistant,* registering 42 students, in which the featured consultant was Dr. Rodolfo S. Aguilar, Associate Professor of Civil Engineering, Louisiana State University; and *Management and Motivation,* registering 102 students. This last is a novel approach to the subject based on excellent film materials used intensively by the students in a tutorial class led by Dr. A. G. Perroni and Dr. R. E. Schneck, both of the Faculty of Business Administration and Commerce.

PUBLIC ADMINISTRATION

A principal emphasis of the work of the Department in public administration lies in the provision of instruction to municipal and school board secretaries, council members, and other local government officers through systematic studies. The objective of these studies is to aid these officers to deal effectively with the complexities of current legislation, proliferating citizen demands, and tax policy.

The medium of instruction is the *Studies in Local Government* certificate program. One hundred and ninety-nine students from Medicine Hat to Grande Prairie were enrolled during the year. This four-year program deals with legislation, taxation administration, assessment, and accounting in terms of both practice and underlying theory. Lesson material prepared by staff members of The University of Alberta and other authorities, periodically revised, is the basis for instruction offered through periodic regional seminars, this year held at Edmonton, Calgary, Grande Prairie, Red Deer, Lethbridge, and Peace River.

It should be noted here that the certificate which marks the successful completion of the examinations in this program of studies has tended to become a minimum requirement for many of the municipal government positions within the Province.

As in past years, grateful acknowledgment is made of the assistance and advice of Dr. E. J. Hanson, Professor of Political Economy, and Dr. H. T. Sparby, Professor of Educational Administration, members of the advisory committee to this program, and to the following organizations for their generous assistance and advice: Provincial Department of Municipal Affairs, Provincial Department of Education, Alberta School Trustees' Association, School Business Officials of Alberta, Alberta Association of Municipal Secretary-Treasurers, Alberta Association of Municipal Districts, Alberta Urban Municipalities Association, Alberta Assessors' Association, and the Urban Secretary-Treasurers' Association.

Two programs directed to the same audience are the *Refresher Course in Municipal Admin-*

istration and the *School Short Course and Trustees' Seminar,* which have been offered for 30 and 24 consecutive years respectively. In 1968-69 each was held in Banff and was attended by 266 and 306 municipal and provincial government officers respectively. Each provides an opportunity for consultation between officers of the Provincial Government and the municipalities, and for the discussion of new developments in legislation, taxation, administration, and finance. Among the authorities contributing to these programs were A. W. Morrison, Deputy Minister, Department of Municipal Affairs; A. M. Brownlee, Q.C., Brownlee, Fryett, and Walter; and Dr. R. W. Jones, Superintendent, Edmonton Public School Board.

A second main thrust of the Department in public administration is the *General Government Studies* certificate program, which is now in its fourth year. As do the other certificate programs of the Department, it embraces a core of subject areas and requires sustained effort on the part of the student over a period of from three to five years. Six courses must be successfully completed to qualify for the certificate, at least three of which must be core subjects chosen from *Canadian Government Structures, Government Organization and Administration, Economics,* and *Organization Theory: Human Relations.* Elective subjects in the program comprise *Sociology, Public Finance, Quantitative Methods, Geography, Accounting and Budgeting,* and *Administrative Law.*

During the year 105 students were registered in this program which is under the direction of an advisory committee including Dr. W. D. Gainer, Professor and Head of Economics; Dr. S. M. Qureshi, Associate Professor of Political Science; D. C. Hockett, Training Co-ordinator, Government of Alberta; R. G. McFarland, Regional Director, Federal Department of Public Works; H. C. Hill, Supervisor, Union Relations and Training, City of Edmonton; E. K. Barry, Chief City Accountant, City of Edmonton; and T. Peach, Assistant Training Supervisor, City of Edmonton.

This program is an important in-career training for federal, provincial, and municipal public servants and, given the limited area of treatment available in graduate studies programs in Canadian universities, is an important service to the community. One of the important subsidiary effects of the program is its encouragement of members of the staff of The University of Alberta to develop new fields of study using the program as a medium.

Among those served by the University's extension program are the 1,900 members of the Alberta Real Estate Association through grant funds from that Association and its representation on the advisory committee to this program. The advisory committee also includes members of The University of Alberta Faculty of Business Administration and Commerce, The University of Calgary Division of Continuing Education, the Alberta Department of the Provincial Secretary, and this Department.

The *Certificate Program in Real Estate* consists of a three-year program of course work designed to raise the standards of realtor service by providing the opportunity to acquire the breadth of basic knowledge required to resolve problems of investment analysis and this year registered 135 members of the industry. *A Seminar on Real Estate Finance* was held in Banff and attended by 39 students. Its prime objective was to provide the student with a heightened understanding of the workings of the money market, with emphasis on explanation and description of sources and costs of real estate financing in Alberta.

An interesting new development is the establishment of a research program under the direction of the Department with the advice of interested staff members of the Faculty of Business Administration and Commerce relevant to the real estate field. During the year, funds were provided to University staff members for the following studies: Analysis of Real Estates Sales Personnel, Determination of Location Factors for Establishment on Commercial Ribbons, Analysis of Real Estate Salesmen's Compensation Plans, Analysis of Changing Land Use Patterns of Selected Areas and Regions, and Examination of Land Values in Urban Renewal Programs in Alberta to Determine the Effect of Urban Renewal on Land Value.

COMMUNITY RESOURCE DEVELOPMENT

Widespread concern with the development of human potential, in particular with the problems of those of Indian and Eskimo ancestry, is evident throughout Canada.

Under the terms of a grant of $153,800 through the Agricultural Rehabilitation and Development Act (ARDA), the Department has undertaken a responsibility for the provision of programs of training or education which will enable the workers from a wide variety of agencies in the area of human resource development to function more effectively in their local communities. Mention has been made in earlier reports of the leadership offered by the Department in the development of an M.A. Program in Community Development.

Field activities in human resource development are invariably informal. Training programs similarly are characteristically flexible and innovative in their construction, and demand frequent and thorough-going consultation among the participants and the variety of government and other agencies with which they are concerned.

Appropriately, a good deal of emphasis has been given to making members of the staff of the

Department available for consultation to such organizations as the Farmers' Union and Co-operative Development Association at regional conferences at various points across the Province devoted to the study of social and economic problems. For example, assistance in a communications research project with the Canadian Native Friendship Centre led to the development of a Cree language course in Edmonton. In Saddle Lake the Cree course was given in co-operation with the Saddle Lake Reserve Cree Committee. In a joint project with the Provincial Department of Agriculture, the Department of Extension developed a residential course in *Area Development* in which the instructional emphasis was on training in the techniques and processes of the interdisciplinary approach to socio-economic area development. This program was directed at 20 students, most of whom were university graduates drawn from across Canada.

For nearly 20 years the Department has assisted farm organizations of the Province, including the Alberta Wheat Pool, United Grain Growers, Farmers' Union of Alberta, and United Farmers of Alberta Co-operative, in the development of leadership potential within their organizations. The various programs jointly undertaken are designed to develop specific leadership techniques, to increase understanding of the dynamics of individual behavior and of interaction processes in groups and communities, and to assist in the development of a more sophisticated view of public issues.

By way of illustration, a two-week residential *Community Leadership Development Workshop-Laboratory* was held at Jasper. This program, attended by 40 students, was undertaken jointly by five Western Canadian universities under the leadership of this Department and focussed on "experiential learning" of community leaders. Consultants to this meeting were Dr. E. O. Moe, Director, Division of Community and Urban Development, University of Utah, and Dr. Donald Klein, Director of Community Studies, Washington, D.C.

This report notes both with satisfaction and regret the 50th and final *Annual Farm Young People's Week* held in 1968 and attended by 74 rural young men and women. For half a century this program has served to introduce young Albertans to this University and in that time has had no small influence on rural Alberta life.

Closely related to its work in human resource development is the work of the Department in agricultural extension. This work is focussed on meeting the need for highly specialized advanced technical knowledge. Emphasis is placed on the provision of programs of continuing education for professional and para-professional personnel of the many agribusinesses as well as for individuals in commercial farming. The *Fifth Annual Cattlemen's Short Course,* a week-long residential course for 60 students held at Banff, and the *Eighth Annual Feed Industry Conference,* attended by 125 agriculturalists and held in Edmonton, are examples of annual programs which have been serving the respective interest groups for several years. The *First Annual Sheep Symposium* was organized at the request of the industry and registered 60 students drawn from Ontario, British Columbia, Saskatchewan, and Alberta. These programs have brought together the best qualified practitioners from governments and industry across the continent with researchers and specialists from The University of Alberta.

A continuing function of the University is the preparation and distribution of agricultural publications. These provide an effective channel through which University research disseminates to the agricultural community. During the year, the following publications were prepared by the staff of the Faculty of Agriculture and distributed through the Department of Extension:

Agricultural Economics Research Bulletin 5—Crop Production Risk in Alberta
Agricultural Economics Research Bulletin 6—Alberta's Pasture Resources
Information Sheet on Farm Dairy Cleaning and Sanitizing
Wall Chart on Cleaning Dairy Equipment
Cleaning and Sanitizing Farm Dairy Utensils
Immersion Cleaning of Milking Machines
Grimshaw-Notikewin Soil Survey Report
Buck Lake-Wabamun Soil Survey Report
Agriculture Bulletin
Feeders' Day Report
Rocky Mountain Spotted Fever Tick

FINE ARTS

With the encouragement of a small grant from the Carnegie Corporation some 30 years ago, The University of Alberta has made a notable contribution to the life of the Province through its work in the fine arts. This initial stimulus led to the development of the intramural Departments of Drama, Music, and Art, and to the development of the Banff School of Fine Arts. The intramural program of instruction has as its counterpart in the community a network of classes from across the Province unique in Canada. In an age of increasing leisure the arts provide an outlet which is directly related to the function of the university. As Richard J. Needham of the Toronto Globe and Mail has observed, participation in the arts has that capacity ". . . to sharpen human perceptions and sensibilities, to communicate an awareness of values and significances inherent in the human experience, and thereby to enrich man's understanding and enhance his capacity for enjoyment".

Regular classes in painting are offered in 33 Alberta centres and in Uranium City, Saskatchewan. Alberta centres served include Red Deer. Westlock, Athabasca, Viking, Lacombe, Ponoka, Wetaskiwin, Rocky Mountain House, Stettler, Rimbey, Stavely, Three Hills, Trochu, St. Paul, Bonnyville, Cochrane, Canmore, Nanton, Killam. Edson, Alliance, Donalda, Drayton Valley, Vegreville, Vermilion, Czar, Strathmore, Milo-Lomond, Ralston, Camrose, Cold Lake, and Banff.

Six hundred and sixty-three students were registered in these programs. Instruction is offered by members of the staff of this Department and other experienced painters engaged with the advice of the Department of Art. Considerable attention during the year has been given, with the assistance of the Department of Art and in consultation with student representatives, to the content of the program with the objective of achieving a more regular, logical, sequence of instruction in an area in which appropriate instructional patterns are not always obvious.

In Edmonton alone, 36 classes in drawing and painting, composition, design, etching, and printmaking registered 515 students. As in the rural classes, the objective is the fostering of awareness within the student and the development of his individual potential for creativity. In both programs, traditional and contemporary art is embraced with emphasis on new materials and new techniques, painting exercises, and problems. Class sizes are limited as far as is reasonably possible to ensure adequate attention and guidance.

Mention should be made of the several workshops arranged by members of the staff to assist senior members of the various classes in helping others and of the *Annual Art Conference and Exhibition,* now in its twelfth year, which provides an opportunity for students from classes all over the Province to view each other's work and to co-ordinate the development of the overall plans for the Province. This year 172 students attended the exhibition. The program included an illustrated lecture by Professor R. A. Davey, Professor and Head of the Department of Art, and a review of the student work by J. B. Taylor and B. Bentz, Associate Professors of Art.

A limited program of instruction in ceramics was made possible through the sessional appointment of Mrs. Jane Van Alderwegen. Five classes at varying levels of sophistication, each of 60 hours duration, were offered in the studios of Corbett Hall to 77 students. The objective of these classes is to give the students an understanding of and a feeling for the materials and their limitations, and to interpret their creative ideas in this medium through the development of technical knowledge and experience. A highlight of the work in ceramics this year was a special *Workshop in Ceramics* attended by 62 students conducted by William Wyman of Boston, Massachusetts.

EXTENSION LIBRARY

The Extension Library was instituted in 1913 to provide a public library service by mail to what was then an Alberta comprised of isolated rural communities. During the subsequent half-century and despite moderate improvements in community libraries, the demand for the Library's services has grown.

In the year under review total circulation was 162,300, a slight increase over the previous year despite the fact that service was completely disrupted for six weeks during and after the strike of postal workers. The figure is the more relevant when it is noted in relation to the total book stock which currently stands at 70,000 volumes. In addition to services by mail to individuals, the Extension Library provides travelling libraries—boxes of 40 books that may be borrowed for three months or more by a community organization or by a small community library as a supplement to its own stock. During the year, 154 of these libraries were prepared and it can be estimated that the resulting book circulation was well in excess of 10,000.

As well, the Extension Library assists students in Extension courses, a service necessarily limited because of the nature of the operation of the Library in which books are off the shelves for relatively long periods of time and the character of the book stock itself.

Given circulation methods, it is impossible to make a precise estimate of the total number of persons who are served by the public library service of the Extension Library. A survey of memberships indicates that readers and reading groups are uniformly distributed relative to population density from Coutts near the U.S. border to Mackenzie Highway, Mile 268, and from Lloydminster on the Saskatchewan border to Jasper.

During the year, over 500 questions were answered by the Library in reference services. Occasionally these requests for information may be answered simply by mailing out a selection of books or pamphlets. Alternatively, they may require substantial research. It is interesting to note the variety of subjects on which information is requested: epileptic disorders in children, Canadian Indian artifacts, literary works based on the Battle of Dunkirk, formulae for angles when cutting rafters, military status and politics of present-day Singapore, agriculture in the Yukon Territories, revision of the Canadian constitution, liquor sale rights of the Hudson's Bay Company, Mexican Christmas customs, Nobel prize-winning poetry.

During the year, committees of the Department of Extension and the Library Committee of the General Faculty Council have independently given careful consideration to the future of the Extension Library. The General Faculty Council requested that negotiations be undertaken with other agencies in the Province on the assumption of responsibility for the public library service of the Extension Library.

The warm, personal relationship which exists between the Extension Library and its rural readers, frequently acknowledged by poignant letters of thanks, reflects great credit on this University. Doubtless, however, and with an eye to the future, it is appropriate that consideration should be given to means of providing the mounting financial support which this expanding service makes necessary.

EDUCATIONAL MEDIA

A growing reliance on new teaching media and instructional devices is apparent in North American education. Their use by educators permits a shift from the inflexibility of the lecture approach in the classroom and access to a vast and relatively new storehouse of information.

The objective of the Educational Media Division of the Department of Extension is twofold. Firstly, it offers a media resource library which serves University classes, both intramural and extramural, and the general public. To a much greater degree than in the past, these materials are oriented to college and university needs and to the adult though they are also in demand by high schools. Secondly, the Division provides consultation in the utilization of the media and training in the preparation and use of instructional materials.

During the past year the Educational Media Division expanded its operations both in teaching and in service. The films and other resources of the Division continue to become more oriented toward continuing education with its demand for material on current and social problems and this, in turn, results in some changes in emphasis, operation, and clientele. In particular, the Division is becoming more involved in the planning and implementation of training and education projects based essentially on audio-visual materials.

Three courses, *Preparation of Instructional Materials,* led by members of this staff; *Media '69,* a short course with James A. Shaw, media consultant, which examined the latest advances in educational media; and an *Audio-Visual Communications Workshop,* were offered during the year to 90 students drawn from the western provinces.

The library of the Division now offers some 4,000 16mm film titles, 2,600 filmstrips, and 2,100 records, and maintains a stock of equipment available for loan on or off campus. The circulation of 16mm film materials, a principal resource of the library, increased during the year by over 20 per cent from 38,000 to 46,000 reels. Intramural circulation alone increased 72 per cent.

As in the past staff members in the Educational Media Division together with others in the Department have given a substantial amount of their time to planning and consultation with the Metropolitan Edmonton Educational Television Association. Through a Departmental Committee on Educational Media and the Extension Library, careful thought is being directed to the integrated use of the two media and to the development of an Adult Student Centre in Corbett Hall which will facilitate student access to them.

STAFF

The breadth of the University's extension program and the high degree of acceptance which it enjoys in the community as reflected by increasing enrolment is a tribute not only to all participating members of the University staff, but to the many individuals and agencies whose professional help and financial assistance have made many of the programs possible. These last include bureaus of government, farm organizations, professional societies, and a variety of voluntary organizations. It is, further, a recognition of the energy, imagination, and skill of members of the staff of the Department of Extension in linking the resources of the University to adult needs in education as they become apparent.

It can profitably be repeated here that the adult, with his knowledge of the world, developed judgment, opinions, and biases, is in a sense a special student and comes into the classroom with special needs. To best meet his needs is the job of the professional in continuing education. The formation of that partnership between the adult student, represented perhaps by his organization, and the university teacher is the only solid basis for a progressive program of continuing education.

During the year Associate Professor G. A. Eyford, having returned from an assignment in India under Canada's International Development Agency, took leave of absence to pursue graduate study at the University of Toronto. Associate Professor James A. Shaw resigned to undertake further graduate study at Michigan State University and his duties during the course of the year were performed by A. C. L. Zelmer. Assistant Professor G. H. Wright took assisted leave for graduate studies at this University.

New appointees include Associate Professor David M. Catmur, who joined the Department following an assignment with CARE in India; Assistant Professor G. Wayne Lamble, a graduate student in Agricultural Economics from The University of Alberta; and Mrs. Elizabeth L. McCallum, an experienced public school librarian. Harry Savage and Mrs. Jane P. Van Alderwegen were appointed as Sessional Instructors in painting and ceramics. Associate Professor J. M. Mulloy resigned from the staff to accept an appointment with the City of Edmonton.

CONCLUSION

What has been stated on other occasions can be reiterated here: that while the character of the Province and its system of higher education has changed radically, the belief of its founding President that the University should attempt to meet the continuing education needs of adults remains a significant goal. This report suggests some of the ways in which the University reaches out to its adult constituency.

Unless, as suggested by Dr. Kenneth Hare, our society goes into reverse, we can reasonably expect to become more and more dependent on a high level of general educational attainment and, further, that universities will gradually become places of life-long resort.

Respectfully submitted,

Duncan Campbell,
Director of Extension.

TABLE I

COURSES, CLASSES, AND CONFERENCES

	Location	*Period*	*Hours*	*Attendance*	*Sponsor*
LIBERAL STUDIES					
MODERN LANGUAGES AND LITERATURE					
Beginners Oral French	Red Deer	Oct. 21-Dec. 16	40	25	Red Deer Junior College
Conversational French I (Section 1)	Edmonton	Jan. 7-May 20	40	22	
Conversational French I (Section 2)	Edmonton	Oct. 9-Mar. 12	40	38	
Conversational French II	Edmonton	Oct. 9-Mar. 12	40	22	
Conversational French III	Edmonton	Oct. 9-Mar. 12	40	12	
French Conversation	Westaskiwin	Oct. 7-Jan. 30	30	14	
French Language Summer Program	Tours, France	July 29-Sept. 9	110	20	
Intermediate Oral French	Red Deer	Oct. 16-Dec. 11	40	22	Red Deer Junior College
Oral French I	Edmonton	Sept. 24-Apr. 29	120	14	
Oral French II (Section 1)	Edmonton	Sept. 30-Apr. 1	120	10	Central Mortgage and Housing Corporation
Oral French II (Section 2)	Edmonton	Sept. 24-Apr. 29	120	12	
German Conversation (Section 1)	Edmonton	Oct. 7-Mar. 17	40	19	
German Conversation (Section 2)	Edmonton	Oct. 10-Mar. 6	40	14	
Intermediate German	Wetaskiwin	Oct. 16-Feb. 12	30	14	
Spanish for Beginners I	Edmonton	Oct. 8-Mar. 11	40	28	
Spanish for Beginners II	Edmonton	Oct. 8-Mar. 11	30	13	
Creative Writing	Edmonton	Oct. 1-Dec. 17	24	26	
Polish Literature	Edmonton	Jan. 15-May 28	30	19	Canadian Polish Congress
Reading Efficiency Laboratory (Section 1)	Edmonton	Oct. 12-Dec. 14	40	53	
Reading Efficiency Laboratory (Section 2)	Edmonton	Jan. 18-Mar. 22	40	52	
Twentieth Century Poetry	Edmonton	Oct. 2-Dec. 18	24	19	
PHILOSOPHY AND RELIGION					
A New Look at Evolution	Edmonton	Jan. 30-Apr. 3	15	7	Alberta Provincial Museum
Focus '68-'69 (Section 1)	Edmonton	Nov. 15	6	62	
Focus '68-'69 (Section 2)	Edmonton	Mar. 14	6	92	
Hinduism, Buddhism and The West	Edmonton	Oct. 9-Mar. 12	30	19	
Colloquium V . . . The Issues	Edmonton	Nov. 27-Apr. 2	27	20	
LAW					
Law and the Modern Woman	Edmonton	Jan. 13-Mar. 17	15	24	
Law and the Modern Woman Workshop (Section 1)	Fort McMurray	Dec. 10	6	27	Women's Institute of Alberta
Law and the Modern Woman Workshop (Section 2)	Penhold	Nov. 26	6	21	Women's Institute of Alberta
Law and the Modern Woman Workshop (Section 3)	Warner	Nov. 20	6	21	Women's Institute of Alberta
Policy Making in Crime and Delinquency	Edmonton	Oct. 7-Nov. 4	10	8	
SCIENCE					
Archeology	Edmonton	July 1-Aug. 21	18	20	
Astronomy	Edmonton	Jan. 14-Mar. 19	13	9	
Theory and Practice of Physical Fitness for Men I	Edmonton	Oct. 16-Dec. 9	23	36	
Theory and Practice of Physcial Fitness for Men II	Edmonton	Jan. 8-Feb. 26	23	36	
Theory and Practice of Physical Fitness for Men III	Edmonton	Mar. 3-Apr. 2	15	15	
SOCIAL SCIENCE					
Addictions and Dependencies	Edmonton	Oct. 1-Nov. 19	16	38	
International Summer School	Edinburgh, Scotland	July 29-Sept. 9	50	11	
Introduction to Sociology (Section 1)	Edmonton	Oct. 7-Dec. 16	15	24	
Introduction to Sociology (Section 2)	Edmonton	Jan. 15-Mar. 12	15	13	
Knowledge Transfer in the 1970's	Edmonton	Oct. 31-Nov. 3	6	352	
Preschool Program Part I: Introduction					
(Section 1)	Edmonton	Oct. 1-Dec. 3	20	30	
(Section 2)	Edmonton	Mar. 3-May 12	20	30	
Preschool Program Part II: Creative Activities for Children	Edmonton	Jan. 16-Mar. 20	20	26	
Preschool Program Part III: Behavior	Edmonton	Oct. 3-Dec. 5	20	26	
Preschool Program Part IV: Special Areas	Edmonton	Jan. 14-Mar. 18	20	27	
Preschool Workshop	Red Deer	Mar. 22	8	20	
Psychology of Human Behavior (Section 1)	Edmonton	Oct. 2-Dec. 4	20	31	

Psychology of Human Behavior (Section 2)	Edmonton	Oct. 2-Dec.	4	20	30	
Psychology of Human Behavior (Section 3)	Edmonton	Jan. 15-Mar.	19	20	19	
Parent-Teen Communication Workshop	Wetaskiwin	Apr. 27		5	27	Child Psychology Class, Wetaskiwin Teen Club
HOUSEHOLD ECONOMICS						
Consumer Education Workshop	Edmonton	Apr. 20		6	16	Canadian Association of Consumers
Home Economics Today	Edmonton	Jan. 14-Mar.	18	15	28	Edmonton Home Economics Association, School of Household Economics
Home Managment	Edmonton	Jan. 7-Mar.	11	20	10	
Interior Design (Section 1)	Edmonton	Oct. 2-Mar.	25	40	75	
Interior Design (Section 2)	Edmonton	Jan. 8-May	21	40	21	
Interior Design (Section 3)	Wetaskiwin	Oct. 21-Dec.	9	16	26	
Seminar on Kitchen Layout and Design	Edmonton	Oct. 28-Oct.	30	21	38	
HISTORY AND PUBLIC AFFAIRS						
Aspects of Man in the Metropolis	Edmonton	Apr. 1-Mar.	31	14	16	
Canada '69	Edmonton	Oct. 21-Feb.	3	20	18	
Citizenship Education Program For Indians	Various Centers	Apr. 1-Mar.	31	200	165	Alberta Government
Consultation: National Council of Jewish Women	Edmonton	Oct. 2-Oct.	10	20	20	National Council of Jewish Women
Politics I (Section 1)	Edmonton	Oct. 8-Dec.	10	15	14	
Politics I (Section 2)	Edmonton	Jan. 7-Mar.	11	15	15	
Politics II	Edmonton	Jan. 7-Mar.	11	15	8	
HIGH SCHOOL ENRICHMENT LECTURE SERIES						
High School Enrichment Program	Edmonton	Feb. 3-Mar.	19	48	489	
FINE ARTS						
MUSIC						
The Basis of Music	Edmonton	Sept. 30-Dec.	16	15	15	
What to Listen for in Music	Edmonton	Oct. 8-Dec.	10	17	25	
DRAMA						
Voice Production and Speech Training	Edmonton	Oct. 8-Feb.	25	30	26	
DRAWING AND PAINTING						
Basic Drawing (Section 1)	Edmonton	Apr. 16-June	14	20	11	
Basic Drawing (Section 2)	Uranium City	May 18-May	19	4	9	
Basic Drawing and Painting	Edmonton	Apr. 18-June	6	20	8	
Composition I: Painting and Drawing	Edmonton	Oct. 7-Apr.	7	60	15	
Composition I: Painting and Design	Edmonton	Oct. 9-Apr.	9	60	11	
Composition II: Design and Color	Edmonton	Oct. 8-Apr.	8	60	19	
Design and Batik	Edmonton	Apr. 17-June	5	24	7	
Drawing I: Basic (Section 1)	Edmonton	Oct. 7-Apr.	7	60	18	
Drawing I: Basic (Section 2)	Edmonton	Oct. 8-Apr.	8	60	6	
Drawing II: Life (Section 1)	Edmonton	Oct. 7-Apr.	7	60	18	
Drawing II: Life (Section 2)	Edmonton	Oct. 7-Apr.	7	60	25	
Drawing and Painting: Advanced	Red Deer	Oct. 10-Mar.	5	50	8	
Drawing and Painting I: Basic (Section 1)	Edmonton	Oct. 7-Apr.	7	60	18	
Drawing and Painting I: Basic (Section 2)	Edmonton	Oct. 9-Apr.	9	60	15	
Drawing and Painting I: Basic (Section 3)	Edmonton	Oct. 9-Apr.	9	60	15	
Drawing and Painting I: Basic (Section 4)	Edmonton	Oct. 9-Apr.	9	60	20	
Drawing and Painting I: Basic (Section 5)	Edmonton	Oct. 10-Apr.	10	60	11	
Drawing and Painting I: Basic (Section 6)	Edmonton	Oct. 12-Apr.	12	60	20	
Experiencing Achitecture	Edmonton	Apr. 18-June	6	20	6	
Fundamentals of Drawing	Edmonton	Apr. 17-June	5	20	17	
Fundamentals of Drawing and Painting	Red Deer	Oct. 11-Mar.	6	50	12	
Intermediate Drawing and Painting	Red Deer	Oct. 10-Mar.	5	50	4	
Introduction to Etching	Edmonton	Apr. 15-June	3	20	10	
Landscape Painting (Section 1)	Edmonton	Sept. 12-Nov.	14	25	18	
Landscape Painting (Section 2)	Edmonton	Sept. 14-Nov.	16	25	14	
Landscape Painting (Section 3)	Edmonton	Mar. 27-May	15	20	15	
Landscape Painting (Section 4)	Edmonton	Mar. 30-May	18	20	20	
Life Drawing (Section 1)	Edmonton	Apr. 16-June	4	24	14	
Life Drawing (Section 2)	Edmonton	Apr. 19-June	7	24	10	

	Location	Period		Hours	Attendance	Sponsor
Looking at Art	Edmonton	Oct. 10-Apr.	10	48	19	
Painting II (Section 1)	Edmonton	Oct. 8-Apr.	8	60	15	
Painting II (Section 2)	Edmonton	Oct. 8-Apr.	8	60	13	
Painting II (Section 3)	Edmonton	Oct. 12-Apr.	12	60	20	
Painting II: Life and Portrait	Edmonton	Oct. 10-Apr.	10	60	15	
Painting III: Advanced Life and Portrait	Edmonton	Oct. 10-Apr.	10	60	10	
Painting III: Techniques	Edmonton	Oct. 9-Apr.	9	60	16	
Printmaking (Section 1)	Edmonton	Oct. 7-Apr.	7	60	12	
Printmaking (Section 2)	Edmonton	Oct. 9-Apr.	9	60	16	
Art Conference and Exhibition, 1969	Edmonton	Apr. 6		4	172	
Summer Art Course	London, England	July 29-Sept.	9	75	64	
Teaching Seminar for Assistant Instructors	Edmonton	Sept. 23-Oct.	4	30	18	
Community Art Classes	Alliance	Oct. 21-Mar.	31	18	15	Alliance Art Club
	Athabasca	Oct. 9-Mar.	31	18	24	Athabasca Art Club
	Banff	Oct. 16-Apr.	30	39	23	Banff Community Art Club
	Bonnyville	Oct. 9-Apr.	2	21	14	Bonnyville Art Club
	Canmore	Oct. 10-Apr.	3	30	20	Canmore Community Art Club
	Cochrane	Oct. 14-Apr.	28	32	12	Cochrane Art Club
	Cold Lake	Feb. 5-Apr.	30	30	20	Cold Lake Art Club
	Czar	Nov. 6-Apr.	2	21	25	Shoran Cliff Art Guild
	Donalda	Oct. 11-Mar.	7	20	16	Donalda Centennial Art Club
	Drayton Valley	Oct. 17-Mar.	13	33	12	Drayton Valley Art Club
	Edson	Oct. 16-Apr.	16	30	22	Edson Art Club
	Killam	Oct. 28-Mar.	24	18	19	Killam Art Club
	Lacombe	Oct. 24-Mar.	20	18	20	Lacombe Community Art Club
	Milo-Lomond	Nov. 21-Apr.	1	12	19	Milo-Lomond Art Club
	Nanton	Oct. 31-Mar.	27	18	13	Nanton Comunity Art Club
	Ponoka	Oct. 25-Mar.	21	24	18	Ponoka Art Club
	Red Deer	Oct. 17-Mar.	17	45	13	Red Deer Community Art Club
	Rimbey	Oct. 9-Mar.	5	30	18	Rimbey Community Art Club
	Rocky Mountain House	Oct. 1-June	3	21	12	Rocky Mountain House Painting Club
	Stavely	Oct. 30-Mar.	26	25	15	Stavely Art Club
	Stettler	Oct. 16-Apr.	23	36	21	Stettler Art Club
	Strathmore	Nov. 5-Dec.	10	42	18	Strathmore Art Club
	St. Paul	Nov. 13-Feb.	12	18	16	St. Paul Art Club
	Three Hills	Oct. 14-Apr.	14	36	18	Three Hills Art Club
	Trochu	Oct. 14-Apr.	14	36	14	Trochu Art Club
	Vegreville	Oct. 11-Mar.	7	25	21	L. Evans Art Club
	Vermilion	Oct. 10-Mar.	6	15	11	Vermilion Art Club
	Viking	Oct. 11-Mar.	7	18	12	Viking Art Club
	Westlock	Oct. 8-Mar.	4	18	15	Westlock Community Art Club
	Wetaskiwin	Oct. 26-Mar.	22	18	15	Wetaskiwin Art Club
Painting Workshop (Section 1)	Ralston	Oct. 11-Oct.	13	15	18	Ralston Art Club
Painting Workshop (Section 2)	Ralston	Mar. 15-Mar.	17	15	13	Ralston Art Club
April Workshop	Athabasca	Apr. 26-Apr.	28	15	28	Athabasca Art Club
Camrose Fall Short Course in Painting	Camrose	Sept. 23-Sept.	27	15	19	Camrose Art Club
Trochu Workshop	Trochu	Apr. 8-Apr.	10	18	20	Trochu Art Club
Westlock Short Course (Landscape)	Westlock	June 3-June	7	18	21	Westlock Community Art Club
CERAMICS AND SCULPTURE						
Ceramics I: Basic (Section 1)	Edmonton	Oct. 7-Apr.	7	60	17	
Ceramics I: Basic (Section 2)	Edmonton	Oct. 9-Apr.	9	60	15	
Ceramics II: (Section 1)	Edmonton	Oct. 8-Apr.	8	60	16	
Ceramics II: (Section 2)	Edmonton	Oct. 9-Apr.	9	60	12	
Ceramics III: Advanced	Edmonton	Oct. 11-Apr.	10	60	17	
William Wyman Ceramics Workshop	Edmonton	May 7-May	8	8	62	Canadian Potters Guild, The Edmonton Potters Guild

BUSINESS OR TECHNICAL

Certificate Programs

MANAGEMENT DEVELOPMENT PROGRAM					
Business Finance	Edmonton	Oct. 2-Apr.	9	50	24

Business Organization and Administration					Arranged and organized by the Department of Extension in co-operation with the Faculty of Business Administration and Commerce
(Section 1)	Edmonton	Sept. 30-Mar. 24	50	32	
(Section 2)	Edmonton	Oct. 1-Apr. 20	50	32	
(Section 3)	Edmonton	Oct. 2-Apr. 23	50	32	
(Section 4)	Edmonton	Oct. 3-Apr. 17	50	32	
(Section 5)	Red Deer	Oct. 2-Mar. 26	50	37	
Business Policy	Edmonton	Oct. 9-Apr. 9	50	9	
Canadian Economic Development					
(Section 1)	Edmonton	Sept. 30-Apr. 14	50	33	
(Section 2)	Edmonton	Oct. 2-Apr. 16	50	32	
Commercial Law	Edmonton	Sept. 30-Apr. 14	50	18	
Commercial Data Processing					
(Section 1)	Edmonton	Sept. 30-Apr. 7	50	30	
(Section 2)	Edmonton	Sept. 30-Apr. 14	50	25	
(Section 3)	Lethbridge	Sept. 1-Apr. 7	50	27	
Management Accounting and Financial Controls					
(Section 1)	Edmonton	Sept. 30-Mar. 24	50	31	
(Section 2)	Edmonton	Oct. 1-Apr. 20	50	31	
(Section 3)	Edmonton	Oct. 2-Apr. 23	50	30	
(Section 4)	Edmonton	Oct. 3-Apr. 17	50	30	
(Section 5)	Edmonton	Oct. 6-Apr. 20	50	32	
(Section 6)	Grande Prairie	Oct. 2-Apr. 16	50	46	
Marketing	Edmonton	Oct. 3-Apr. 17	50	31	
Personnel Administration	Edmonton	Oct. 3-Apr. 3	50	44	
Production Management	Edmonton	Oct. 2-Apr. 21	50	20	
Management Development Summer Program	Edmonton	Apr. 30-June 27	50	78	
FELLOWS' COURSE IN BANKING					Arranged and organized by the Department of Extension in co-operation with the Faculty of Business Administration and Commerce and the Canadian Bankers' Association
The Banker and Society					
(Section 1)	Edmonton	Oct. 1-Apr. 1	50	30	
(Section 2)	Edmonton	Oct. 3-Apr. 3	50	30	
Communications	Edmonton	Oct. 3-Apr. 2	50	13	
PERSONNEL ADMINISTRATION					Arranged and organized by the Department of Extension and the Faculty of Business Administration and Commerce in co-operation with the Personnel Association of Edmonton
Canadian Economic Development	Edmonton	Sept. 30-Apr. 14	50	29	
Business Organization and Administration	Edmonton	Sept. 30-Mar. 24	50	25	
Human Relations	Edmonton	Sept. 17-Jan. 16	30	38	
Labour Economics	Edmonton	Jan. 15-Apr. 19	30	17	
Labour Relations	Edmonton	Sept. 11-Jan. 15	30	18	
Personnel Function	Edmonton	Jan. 15-Apr. 22	30	31	
Salary and Wage Administration	Edmonton	Sept. 12-Jan. 12	30	30	
Training and Development of the Work Force	Edmonton	Jan. 16-Apr. 14	30	39	
LOCAL GOVERNMENT STUDIES		Oct. 11-Apr. 30			Alberta Department of Municipal Affairs, Alberta Department of Education, Alberta School Trustees' Association, Urban Secretary-Treasurers' Association, Alberta Association of Municipal District Secretary-Treasurers
Assessment Principles	Edmonton		25	25	
	Calgary		25	6	
	Grande Prairie		25	4	
	Red Deer		25	6	
	Lethbridge		25	7	
Local Government Accounting	Edmonton		25	6	
	Red Deer		25	7	
Local Government Functions	Edmonton		25	20	
	Calgary/Red Deer		25	9	
	Peace River		25	6	
	Lethbridge		25	11	
Local Government Introduction	Edmonton		25	25	
	Grande Prairie		25	6	
	Peace River		25	6	
	Red Deer		25	9	
	Calgary		25	13	
	Lethbridge		25	9	
	Lethbridge (Special)		20	19	

	Location	Period	Hours	Attendance	Sponsor
Local Government Accounting	Peace River	Correspondence		4	
Local Government Accounting	Lethbridge	Correspondence		1	
GENERAL GOVERNMENT STUDIES					
Canadian Economic Problems	Edmonton	Oct. 1-Apr. 30	50	29	Alberta Personnel Branch, Canadian Public Services
Canadian Government Structures	Edmonton		50	52	
Quantitative Methods	Edmonton		50	24	
REAL ESTATE					
	Edmonton	Sept. 1-May 15	64	60	Alberta Real Estate Association
	Calgary	Sept. 1-May 15	64	60	
		Correspondence		15	
REGISTERED INDUSTRIAL ACCOUNTANTS					
Accounting I (Section 1)	Edmonton	Oct. 7-Mar. 17	40	34	The Society of Industrial Accountants of Alberta
Accounting I (Section 2)	Edmonton	Oct. 7-Mar. 17	40	35	
Accounting I (Section 3)	Edmonton	Oct. 7-Mar. 17	40	33	
Accounting I (Section 4)	Edmonton	Oct. 7-Mar. 17	40	34	
Accounting II (Section 1)	Edmonton	Oct. 7-Mar. 17	40	35	
Accounting II (Section 2)	Edmonton	Oct. 7-Mar. 17	40	35	
Accounting II (Section 3)	Edmonton	Oct. 7-Mar. 17	40	35	
Accounting II (Section 4)	Edmonton	Oct. 7-Mar. 17	40	35	
Accounting III (Section 1)	Edmonton	Oct. 7-Mar. 31	40	33	
Accounting III (Section 2)	Edmonton	Oct. 7-Mar. 31	40	22	
Accounting III (Section 3)	Edmonton	Oct. 7-Mar. 31	40	29	
Industrial Legislation (Section 1)	Edmonton	Oct. 10-Mar. 13	40	34	
Industrial Legislation (Section 2)	Edmonton	Oct. 10-Mar. 13	40	35	
Industrial Legislation (Section 3)	Edmonton	Oct. 10-Mar. 13	40	35	
Industrial Legislation (Section 4)	Edmonton	Oct. 10-Mar. 13	40	34	
Industrial Organization and Management					
(Section 1)	Edmonton	Oct. 10-Mar. 13	40	26	
(Section 2)	Edmonton	Oct. 10-Mar. 13	40	25	
Auditing	Edmonton	Oct. 9-Mar. 12	40	36	
Cost Accounting and Systems	Edmonton	Oct. 8-Mar. 11	40	26	
Cost Management Accounting	Edmonton	Oct. 7-Mar. 24	40	21	
Managerial Statistics (Section 1)	Edmonton	Oct. 9-Mar. 5	20	38	
Managerial Statistics (Section 2)	Edmonton	Oct. 9-Mar. 5	20	36	
Managerial Statistics (Section 3)	Edmonton	Oct. 9-Mar. 5	20	36	
Managerial Statistics (Section 4)	Edmonton	Oct. 9-Mar. 5	20	41	
Report Writing (Section 1)	Edmonton	Oct. 16-Mar. 12	20	33	
Report Writing (Section 2)	Edmonton	Oct. 16-Mar. 12	20	29	
Report Writing (Section 3)	Edmonton	Oct. 16-Mar. 12	20	30	
Report Writing (Section 4)	Edmonton	Oct. 16-Mar. 12	20	20	
OTHER BUSINESS OR TECHNICAL EDUCATION					
Accident Prevention Administration	Edmonton	Jan. 13-Apr. 28	30	30	Alberta Association of Safety Personnel
Advanced Sales Management	Edmonton	Jan. 21-Mar. 25	20	12	
Advertising Seminar: Edmonton Sales and Ad Club	Edmonton	Apr. 24	7	25	
Commercial Computer Programming	Edmonton	Oct. 23-Apr. 2	66	32	
Computers for Architects	Edmonton	Feb. 14	6	42	Alberta Architects Association
Computer Technology in Education	Edmonton	Jan. 22-Apr. 9	24	31	
Counselling the Small Businessman	Edmonton	Mar. 6-Apr. 16	10	92	Continuing Education Section of the Canadian Bar Association
Estate Planning for Businessmen	Edmonton	Oct. 21-Dec. 9	16	33	
First Look at Commercial Computers	Edmonton	Sept. 18-Oct. 16	10	46	
Industrial Relations Seminar	Edmonton	Mar. 2-Apr. 21	20	71	Canadian Manufacturers Association
Management and Motivation	Edmonton	Feb. 7-Mar. 1	48	102	
Managing Investments	Edmonton	Jan. 21-Mar. 25	20	187	Investment Dealers Association of Canada, Edmonton Branch
Merchandising Administration	Edmonton	Oct. 2-Mar. 26	48	15	
Office Management and Control	Edmonton	Sept. 23-Nov. 25	20	21	
Retailing (Section 1)	Grande Prairie	May 11	7	10	
Retailing (Section 2)	Red Deer	May 1	7	11	
Sales Management (Section 1)	Edmonton	Sept. 30-Dec. 16	24	28	
Sales Management (Section 2)	Edmonton	Jan. 27-Apr. 14	24	24	
Seminar for Petroleum Landmen	Banff	Apr. 28-May 3	35	27	Alberta Association of Petroleum Landmen

Technical Report Writing	Edmonton	Jan. 28-Apr. 1	20	20	
Audio-Visual Communications Workshop	Edmonton	Mar. 22-May 10	20	21	
Media '69	Edmonton	Mar. 19-Mar. 20	10	49	
Preparation of Instructional Material	Edmonton	Jan. 11-Mar. 25	25	20	
Municipal Administration Refresher Course	Banff	June 3-June 5	20	266	Alberta Department of Municipal Affairs, Alberta Association of Municipal District Secretary-Treasurers, Urban Secretary-Treasurers' Association
School Administration Short Course	Banff	June 5-June 8	20	306	Alberta School Trustees' Association, School Business Officials of Alberta, Alberta Department of Education
Management for Realtors	Edmonton	Sept. 1-May 15	64	10	
	Calgary	Sept. 1-May 15	64	17	
Seminar on Real Estate Finance	Banff	Feb. 23-Feb. 26	18	39	
Common Law	Edmonton	Oct. 7-Jan. 14	24	27	
PROFESSIONAL					
EDUCATION					
Continuing Professional Education for Teachers:					
Mathematics	Edmonton	July 2-July 12	54	24	
Elementary Science (Section 1)	Edmonton	July 2-July 12	54	43	
Elementary Science (Section 2)	Edmonton	July 22-Aug. 2	54	38	
Institute on Health Education	Edmonton	May 2-May 4	20	40	Canadian Association for Health, Physical Education, and Research; Canadian Health Education Specialists Society; Canadian Public Health Association; Faculty of Education; Faculty of Physical Education
PHARMACY					
Continuing Education for Pharmacists	Edmonton	May 25-May 31	34	18	Faculty of Pharmacy, Faculty of Medicine, Alberta Pharmaceutical Association
LAW					
Criminal Trial Practice	St. Paul	Jan. 18	2	32	The Law Society of Alberta, The University of Alberta, The University of Calgary, The Legal Education Section the Canadian Bar Association
Law Office Management	Edmonton	Oct. 31	7	68	
New Rules of Court Seminar	Edmonton	Jan. 30	6	219	
Seminar on Criminal Trial Procedures	Grande Prairie	Apr. 19	3	11	
Seminar on the New Law of Divorce	Edmonton	June 4	6	148	
Seminar on Private Companies (Section 1)	Banff	May 5-May 9	30	153	
Seminar on Private Companies (Section 2)	Edmonton	Jan. 30-Feb. 27	10	92	
Seminar on Private Companies (Section 3)	Red Deer	Feb. 5	2	26	
Videotape Seminar on the New Law of Divorce	Lethbridge	Oct. 3	4	14	
ENGINEERING					
Government Regulation of Oil and Gas Law	Edmonton	Jan. 27-Mar. 31	24	22	
Oil and Gas Law	Edmonton	Oct. 7-Jan. 13	24	21	
A First Course in Mathematics for Engineers	Edmonton	Oct. 10-Dec. 12	20	12	Association of Professional Engineers
A First Look at Commercial Computing	Edmonton	Sept. 18-Oct. 16	10	46	
Contract Law for Engineers	Edmonton	Nov. 1-Nov. 2	14	21	Association of Professional Engineers
Critical Path Methods (Section 1)	Edmonton	Oct. 8-Dec. 10	20	27	
Critical Path Methods (Section 2)	Banff	Mar. 26-Mar. 28	18	36	
Elements of Geodesy	Edmonton	Oct. 21-Oct. 26	40	37	Alberta Land Surveyors Association
Engineering Management (Section 1)	Banff	Mar. 24-Mar. 25	12	21	
Engineering Management (Section 2)	Edmonton	May 30-May 31	14	23	
Fundamentals of Computer Programming for Engineers (Section 1)	Edmonton	Sept. 23-Dec. 16	30	20	Association of Professional Engineers
Fundamentals of Computer Programming for Engineers (Section 2)	Edmonton	Jan. 20-Apr. 14	30	20	Association of Professional Engineers
Fundamentals of Computer Programming for Scientific and Engineering Personnel (Section 1)	Edmonton	Oct. 9-Dec. 4	18	18	
Fundamentals of Computer Programming for Scientific and Engineering Personnel (Section 2)	Edmonton	Jan. 24-Mar. 27	20	15	
IDEALS Concept	Banff	Mar. 31-Apr. 2	27	18	

	Location	*Period*	*Hours*	*Attendance*	*Sponsor*
Introduction to Operations Research	Edmonton	Oct. 8-Apr. 17	50	19	
Seminar on Labour Relations for Engineers	Edmonton	Nov. 18-Nov. 19	14	24	Association of Professional Engineers
Seminar on Optimal Inventory and Process Control	Edmonton	Sept. 5-Sept. 6	14	12	
Solid State Circuit Design	Edmonton	Oct. 16-Feb. 7	30	14	Association of Professional Engineers
Structural Steel Design	Edmonton	Oct. 8-Dec. 10	20	18	
Statistics for Engineers	Edmonton	Oct. 3-Dec. 4	20	10	Association of Professional Engineers
GEOLOGY					
Air Photo Interpretation	Edmonton	Jan. 20-Jan. 24	35	49	
Introduction to Sedimentation and Stratigraphy	Edmonton	Oct. 21-Jan. 30	24	16	Association of Professional Engineers
National Conference on Earth Science	Banff	May 5-May 10	40	66	The Alberta Society of Petroleum Geologists
Prospecting I	Edmonton	Nov. 4-Dec. 4	20	34	Alberta and Northwest Chamber of Mines
Prospecting II	Edmonton	Feb. 3-Mar. 5	20	30	Alberta and Northwest Chamber of Mines
Prospecting Short Course	Yellowknife	Oct. 5-Oct. 26	30	34	
Prospectors Field Trip to Uranium City	Uranium City	May 17-May 20	45	23	
Rock and Mineral Identification	Edmonton	Jan. 21-Mar. 25	15	23	
Symposium on Surging Glaciers	Banff	June 6-June 8	24	34	Division of Building Research of the National Research Council
AGRICULTURE					
Beginning Home Gardening and Landscaping	Edmonton	Mar. 4-May 6	15	52	
Eighth Annual Feed Industry Conference	Edmonton	Oct. 31-Nov. 1	12	125	Canadian Feed Manufacturers Association, Alberta Department of Agriculture, Faculty of Agriculture
Fifth Cattlemen's Short Course	Banff	Nov. 25-Nov. 29	36	60	Western Stock Growers Association
First Annual Sheep Symposium	Olds	Jan. 16-Jan. 18	20	62	Alberta Department of Agriculture, Faculty of Agriculture
Fourth Alberta Horticultural Week	Olds	Aug. 5-Aug. 9	35	106	Alberta Horticulture Association, Alberta Department of Agriculture, Flowers of Canada
Use of Aerial Photos for Land Classification	Edmonton	Sept. 24-Dec. 10	24	25	Department of Soil Science
Fundamentals of Farm Bookkeeping	Correspondence			5	
Pesticides Home Study Course	Correspondence			35	
HUMAN RELATIONS, SUPERVISION, LEADERSHIP TRAINING					
Area Development	Edson	Feb. 3-Feb. 21	120	20	Alberta Department of Agriculture
50th Farm Young People's Week	Edmonton	June 16-June 22	55	74	Alberta Wheat Pool, United Grain Growers Co-operative Ltd., Alberta Department of Agriculture, Farmers' Union of Alberta, Pioneer Grain
Small Group Leadership	Banff	Mar. 16-Mar. 21	40	40	Alberta Department of Agriculture; Division of Continuing Education, The University of Calgary
Rural Leadership Techniques Conference	Banff	Jan. 20-Jan. 31	85	30	Alberta Wheat Pool, United Grain Growers, Farmers' Union of Alberta
Workshop Lab on Community Leadership Development	Jasper	Sept. 23-Oct. 4	112	40	The University of Calgary, University of Manitoba, University of Saskatchewan, University of Brandon
A Second Look I	Edmonton	Feb. 5-Mar. 26	12	29	
A Second Look II	Edmonton	Mar. 6-Apr. 24	12	21	
Alienation of Man	Edmonton	Jan. 16-Mar. 20	20	12	
Appraisal of Personnel	Edmonton	May 2-May 3	12	30	
Communication in the Hospital	Edmonton	May 13-May 14	14	24	The Alberta Hospital Association, The University of Calgary
Communication in Marriage	Edmonton	June 15-June 16	15	16	
Communication in Supervision	Edmonton	June 11-June 13	18	29	
Creativity	Edmonton	Oct. 1-Dec. 3	20	15	
Discussion Leaders Workshop	Edmonton	May 11	6	41	
Educators Human Relations Laboratory	Banff	Oct. 19-Oct. 27	70	23	
Group Dynamics Laboratory Methods (Section 1)	Edmonton	Nov. 2-Nov. 30	20	24	
Group Dynamics Laboratory Methods (Section 2)	Edmonton	Jan. 18-Feb. 8	20	26	
Group Dynamics Laboratory Methods (Section 3)	Edmonton	Feb. 22-Mar. 15	20	20	
Human Factors in Management and Supervision (Section 1)	Edmonton	Oct. 2-Dec. 4	20	22	
Human Factors in Management and Supervision (Section 2)	Edmonton	Oct. 10-Dec. 5	18	19	
Human Factors in Management and Supervision (Section 3)	Edmonton	Jan. 16-Mar. 20	20	59	

Human Relations Laboratory May '68	Jasper	May 26-June 5	90	41	
Human Relations Training Institute	Jasper	Oct. 25-June 5	90	23	
Institute for Public Health Nursing	Edmonton	May 27-May 31	30	39	Alberta Department of Public Health; School of Nursing, The University of Alberta
Interviewing	Edmonton	Oct. 3-Dec. 5	20	14	
Introduction to Personnel Counselling (Section 1)	Edmonton	Oct. 2-Dec. 4	20	36	
Introduction to Personnel Counselling (Section 2)	Edmonton	Jan. 15-Mar. 19	20	20	
Life Planning	Leduc	Mar. 15	16	14	
Personality and Counselling Theories	Edmonton	Jan. 13-Mar. 17	20	14	
Psychology of Human Behavior (Section 1)	Edmonton	Oct. 2-Dec. 4	20	31	
Psychology of Human Behavior (Section 2)	Edmonton	Oct. 2-Dec. 4	20	30	
Psychology of Human Behavior (Section 3)	Edmonton	Jan. 15-Mar. 19	20	19	
Sensitivity Training	Edmonton	Jan. 27	3	133	
Social Agency—Sensitivity Training	Edmonton	Jan. 28	3	70	
Supervision and Leadership in the Hospital	Edmonton	Oct. 1-Feb. 17	36	34	
Supervisory Techniques (Section 1)	Edmonton	Oct. 1-Dec. 16	24	51	
Supervisory Techniques (Section 2)	Edmonton	Jan. 13-Mar. 31	24	22	
Supervisory Techniques (Section 3)	Edmonton	Jan. 14-Apr. 1	24	17	
The Supervisor and Communication	Edmonton	Mar. 25-Mar. 27	19	21	
Your Emotions and You (Section 1)	Edmonton	Oct. 1-Dec. 3	20	37	
Your Emotions and You (Section 2)	Edmonton	Jan. 16-Mar. 20	20	17	

TABLE II

STATISTICAL INFORMATION, EXTENSION LIBRARY

CIRCULATION OF BOOKS		*1967-68*	*1968-69*	*Difference*
Open Shelf				
Adult books		101,969	99,705	—2,264
Children's books		50,961	52,313	+1,352
		152,930	152,018	— 912
Travelling Libraries				
Circulation		9,190	10,290	1,100
		162,120	162,308	188
COLLECTION				
Number of books at April, 1968		66,724		
Accessions during the year	4,491			
Withdrawals during the year	1,883			
		2,608		
Number of books at March 31, 1969		69,332		

TABLE III

STATISTICAL INFORMATION, EDUCATIONAL MEDIA DIVISION

April 1, 1968 to March 31, 1969

Number of Motion Picture Films in Library:	
8mm films	146
8mm loops	43
16mm films	3,628
New films added	211
Films withdrawn	120
Filmstrips	2,651
Slide sets	68
Records	2,032
Tapes	37
Transparency sets	13
Number of pieces of equipment available for loan	157

TABLE IV

AUDIO-VISUAL MATERIALS CIRCULATION

April 1, 1968 to March 31, 1969

	Intra-mural	*Extra-mural*	*1967-68 Total*	*1968-69 Total*
Number of 8mm motion picture subjects circulated	..	3	57	3
Number of 16mm motion picture subjects circulated	4,500	14,346	17,602	18,846
Total number reels of 16mm motion picture film circulated	11,837	34,080	38,099	45,917
Number of filmstrips circulated	178	504	1,665	682
Number of records circulated	312	3,274	5,173	3,586
Number of times audio-visual equipment supplied	1,029	570	1,629	1,599
Number of times projection service supplied	32	2	68	34
Number of times screening room facilities used	203	93	217	296
Number of times closed-circuit television equipment used	97	..	53	97
Number of orders processed total library	..	..	11,433	13,417

STUDENT REGISTRATION

LIBERAL STUDIES		
Modern Languages and Literature	468	
Philosophy and Religion	200	
Law	101	
Science	116	
Social Science	756	
Household Economics	214	
History and Public Affairs	256	
High School Enrichment	489	
	——	2,600
FINE ARTS		
Music	40	
Drama	26	
Drawing and Painting	1,414	
Ceramics and Sculpture	139	
	——	1,619
BUSINESS OR TECHNICAL		
Certificate Programs		
Management Development Program	736	
Fellows' Course in Banking	73	
Personnel Administration	227	
Local Government Studies	119	
General Government Studies	105	
Real Estate	135	
Registered Industrial Accountants	895	
	——	2,370
Other Business or Technical Education	1,614	
	——	1,614
PROFESSIONAL		
Education	145	
Pharmacy	18	
Law	763	
Engineering	454	
Geology	309	
Dietetics	...	
Agriculture	470	
	——	2,159
HUMAN RELATIONS, SUPERVISION, LEADERSHIP TRAINING	1,297	
	——	1,297
		11,659

PARTICIPATING UNIVERSITY OF ALBERTA INSTRUCTIONAL STAFF

Academic Year 1968-69

dams, P. F., Ph.D., Associate Professor of Civil Engineering

dams, W. S., M.Sc., Associate Professor of Computing Science

lonzo, P., M.A., Teaching Assistant in Romance Languages

nderson, A. J., Ph.D., Professor of Pharmacy

nderson, D. T., B.C.L., Associate Professor of Law

nderson, T. R., Th.D., Professor, St. Stephen's College

ndrew, W. T., Ph.D., Associate Professor of Plant Science

rzapalo, R., M.A., Sessional Lecturer in Romance Languages

tkinson, T. P., B.Sc., B.Ed., Associate Professor of Elementary Education

aier, B., M.A., Special Assistant, Germanic Languages

aird, R. E., Ph.D., Associate Professor of Political Science

allah, A., M.A., Assistant Professor of Romance Languages

areau, M., Lès.L. Dipl. d'Et. Sup., Assistant Professor of Romance Languages

arrington, J., F.S.D., Professor of Political Science

auer, M. F., Ph.D., Associate Professor and Acting Chairman of Economics

eard, R. L., Ph.D., Associate Professor of Business Administration and Commerce

ent, D. H., M.Sc., Associate Professor of Business Administration and Commerce

entz, B., M.S.A., Assistant Professor of Art

erg, R. T., Ph.D., Professor of Animal Science

ishop, J., M.A., Associate Professor of Educational Psychology

lackley, F. D., Ph.D., Associate Dean of Arts and Professor of History

ond, J., M.A., Director, Boreal Institute

oodram, Mrs. C., B.Sc., Instructor in Medical Laboratory Science

ryan, A., Ph.D., Associate Professor of Anthropology

urnett, D., B.Sc., Graduate Student, Educational Research

ameron, D., Ph.D., Assistant Professor of Genetics

orneil, B., M.Sc., Graduate Student, Geology

ombs, W., Ph.D., Assistant Professor of Animal Science

abrowski, K., Ph.D., M.D., Visiting Professor of Psychology

avey, R. A., B.A., Professor and Head of Art

avy, G. R., Ph.D., Professor of Political Science

Eastman, M. G., M.Ed., M.B.A., Assistant Professor of Business Administration and Commerce

Elliott, G. M., B.Sc., Assistant Professor of Physical Education

Ellis, Miss M., Dip., Teach. Cert., Assistant Professor of Physical Education

Fearon, D. P., M.A., Lecturer in Romance Languages

Forcadas, A. M., Ph.D., Assistant Professor of Romance Languages

Ford, H. W., B.E., B.Com., Assistant Professor of Business Administration and Commerce

Foth, D., M.Sc., Graduate Student, Psychology

Fox, E. E., Ph.D., Assistant Professor of Educational Psychology

Fox, R., Ph.D., Assistant Professor of Geology and Zoology

Frucht, R., Ph.D., Assistant Professor of Anthropology

Gads, L. E., B.Sc., Professor and Associate Dean of Engineering

Goodale, D., M.B.A., Associate Professor of Business Administration and Commerce

Green, L. C., LL.B., Professor of Political Science

Grieve, C. M., Ph.D., Assistant Professor of Animal Science

Hackler, J. C., Ph.D., Associate Professor of Sociology

Hallet, P. E., M.A., Assistant Professor of Physiology

Hameed, S. M. A., Ph.D., Associate Professor of Business Administration and Commerce

Hampson, C., Ph.D., Professor of Secondary Education

Hawkins, M., M.Sc., Assistant Professor of Agricultural Economics

Hoskins, C. G., B.A., Assistant Professor of Business Administration and Commerce

Hughes, D., M.B.A., Sessional Instructor in Business Administration and Commerce

Huston, M. J., Ph.D., Professor and Dean of Pharmacy

Ironside, R. G., Ph.D., Assistant Professor of Geography

Jacobson, F. B., B.Com., Analyst, Computing Science

Johnson, D. B., M.A., Assistant Professor of Geography

Jones, F. D. LL.M., Associate Professor of Law

Keeping, E. S., M.B.A., Sessional Lecturer in Business Administration and Commerce

Kennedy, H. A., M.B.A., Assistant Professor of Business Administration and Commerce

Kieren, Mrs. D., M.Sc., Sessional Lecturer in Household Economics

Kieren, T. E., M.A., Assistant Professor of Secondary Education

Knight, P. L., M.A., Lecturer in Romance Languages

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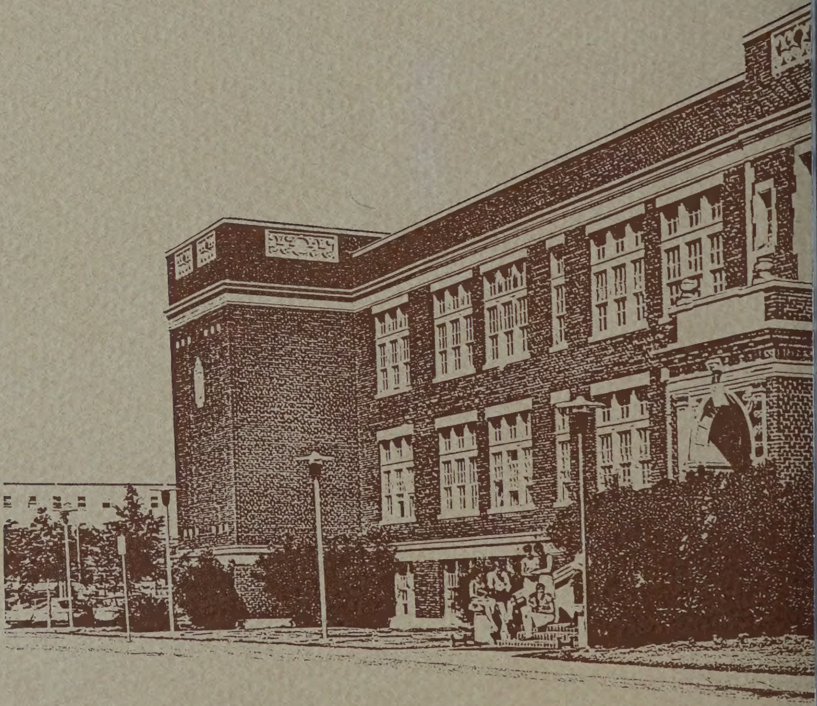

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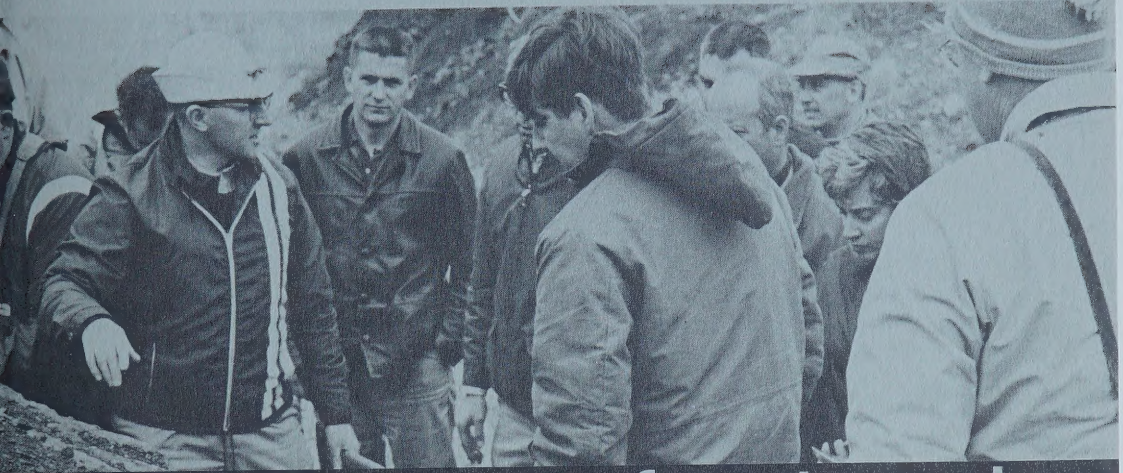

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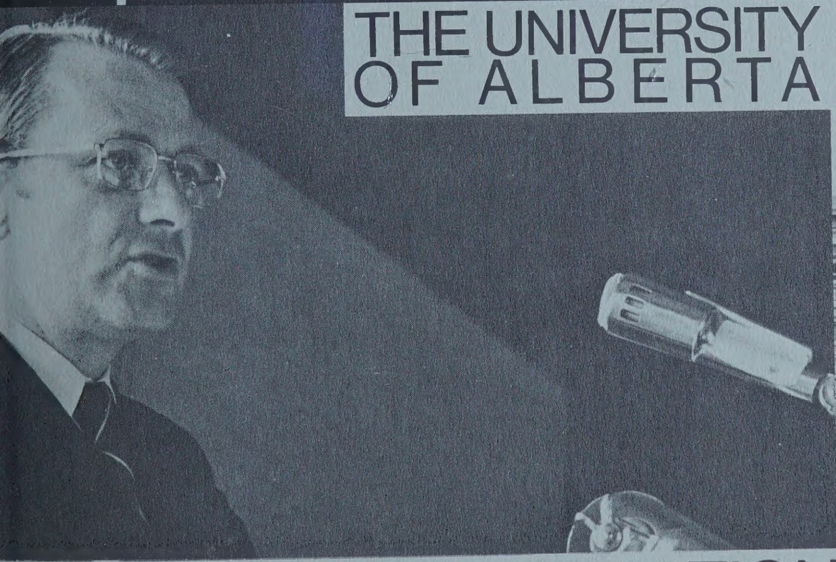


CONTINUING EDUCATION

CALENDAR 70·71

DEPARTMENT OF EXTENSION
THE UNIVERSITY OF ALBERTA
EDMONTON, ALBERTA

CONTINUING EDUCATION

UNIVERSITY
EXTENSION

1970-71

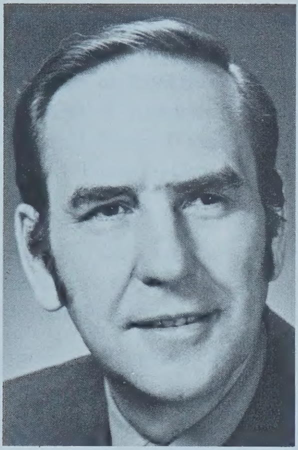
FOREWORD

With the new decade just beginning, it is becoming evident that the public attitude toward education has drastically changed from the attitude that was evident during the past twenty years. With the discovery of atomic energy, the power of knowledge became apparent, and the major countries of the world poured millions and billions of dollars into the development of their educational system. The public accepted the financial implications of this policy from a sense of necessity, and also from a sense of national pride. This has now changed, and important questions are being asked concerning the value of education.

The Department of Extension is the one single department within the University whose major function is to make these facilities of our University available in a direct way to the public from whom we receive our support. It is my hope that the programs available this year will make the participants aware of the direct benefits an education can give, and, in turn, that you will act as emissaries of the University in giving the answers to the questions being asked.

M. WYMAN

President
The University of Alberta



The medieval university was, for all practical purposes, a closed corporation as far as the public was concerned. Developed by the church, its members read, thought, and wrote in a quiet solitude quite unrelated to the world about them. It was, in fact, a community of scholars with little concern for the dissemination of knowledge to ordinary people.

Doubtless, the university of that day is recollected with nostalgia by some. But it could hardly meet today's critical needs. The Economic Council of Canada has recently sketched out the demands which technological change will shortly impose on educators. It projects a society in which knowledge and skills gained five years before are obsolete; in which men and women will have to be trained for jobs which do not now exist; in which the regular retraining of the work force will become a necessity lest the economy stagnate; in which leisure made possible by technology offers opportunity to refresh the spirit through a renewed acquaintance with the arts and humanities. In short, the Council predicts a society in which, *as a matter of course,* adult men and women will be seeking, indeed demanding, the opportunity for retraining to fit them for a technological society characterized by rapid change.

Speculating on the future, distinguished Canadian educators have forecast a new kind of university, flexible in its organization, able to respond to the requirements of adults, graduates among them, for future education, and so structured as to meet the reality of education as a lifelong necessity rather than as a goal finally achieved with a baccalaureate degree.

The University of Alberta through its Department of Extension has, in its work over nearly 60 years—and as is evident in this calendar—made some progress in developing the machinery through which the University can respond to community needs in continuing education. The broad range of opportunities in continuing education represented in this calendar is representative perhaps of the kinds of opportunities that must be made available from universities in the future.

We cordially invite you to share the satisfaction which follows even a modest investment of time in these opportunities for self-expression, for growth in taste and sensitivity, and the acquisition of skills.

DUNCAN CAMPBELL

Director of Extension
The University of Alberta

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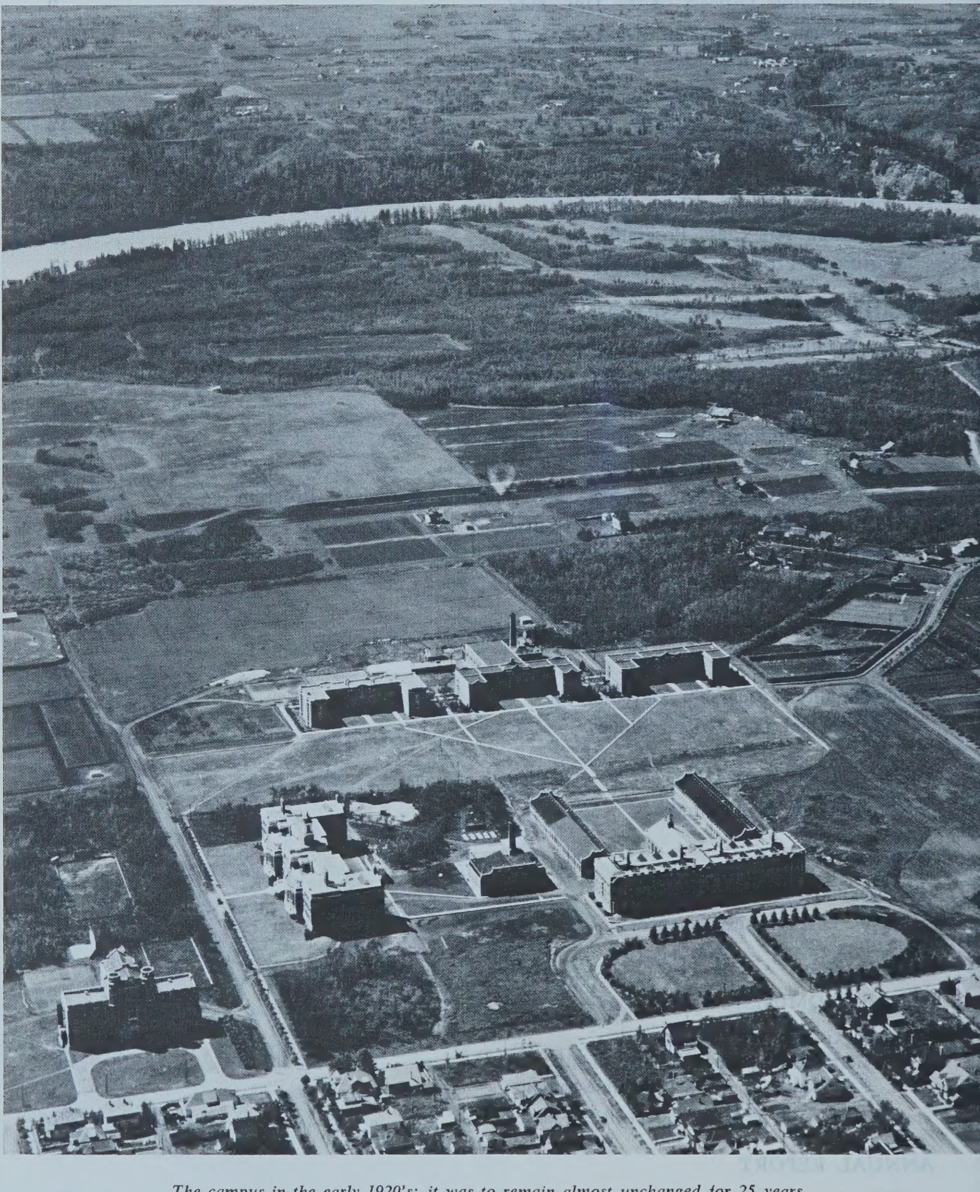

The campus in the early 1920's: it was to remain almost unchanged for 25 years.

General Information

HISTORICAL SKETCH

The University of Alberta is a publicly-supported, co-educational institution sharing with the Universities of Calgary and Lethbridge the sole right of conferring degrees, other than degrees in Divinity, within the Province of Alberta. It is a member of the Association of Commonwealth Universities, of the Association of Universities and Colleges of Canada, and of the International Association of Universities.

The University possesses 838 acres of land, of which 148 acres constitute the campus and 690 acres constitute the University Farm. Additional land is gradually being acquired. The campus borders the wooded southern bank of the North Saskatchewan River, about two miles from the business centre of Edmonton. On the campus are located some seventeen major teaching and research buildings, as well as two affiliated colleges, four halls of residence, the Students' Union, and service buildings. Adjoining are the Research Council of Alberta, the Provincial Laboratory of Public Health, two teaching hospitals, and the Northern Alberta Jubilee Auditorium.

The Beginnings of the University

Alberta became a province in 1905. In 1906 the first session of her legislature passed an act to authorize the establishment of The University of Alberta. The Act's sponsor was Alexander Cameron Rutherford, Alberta's first Premier and first Minister of Education. His government purchased the site in what was then Strathcona, and Dr. Rutherford himself persuaded Henry Marshall Tory to leave McGill to become the University's first President, an office he held from 1908 to 1928.

The act permitted all resident graduates of British and Canadian universities to register as members of Convocation. Convocation elected five members to a Senate; the government appointed ten more. The Senate, acting as the governing body of the University, established the Faculty of Arts and Science as the core of the new institution. In 1910 a revision of the *University Act* constituted the Board of Governors with powers of business management and administration.

Classes opened in September, 1908, in what is now Queen Alexandra School with forty-five students and a faculty of five: W. H. Alexander, Classics; E. K. Broadus, English; W. M. Edwards, Mathematics; L. H. Alexander, Modern Languages; and Dr. Tory. Thence they moved to the upper floor of Strathcona Collegiate Institute and then in 1911 to Athabasca Hall. Athabasca not only served as residence for staff and students, but also accommodated classrooms, laboratories, the library, the gymnasium, and the administrative offices. The members of the first graduating class received their degrees at the Convocation of 1912, with Mr. Justice C. A. Stuart presiding as Chancellor.

A period of rapid growth followed, with registration reaching 439 in 1914. Assiniboia Hall was completed in 1913, Pembina Hall in 1914, and the Arts Building was formally opened in 1915. The Faculty of Law had its beginning in 1912. In the same year the Department of Extension initiated its work of promoting a closer relationship between the University and the people of the province. In 1913 the Faculty of Applied Science (in 1948 renamed Engineering) and the Faculty of Medicine were instituted, the latter able to offer three years of a five-year program.

The Students' Union was established during the first session and the first edition of *The Gateway*, the students' newspaper, appeared in 1911. The Committee on Student Affairs began in 1912 as a joint committee of students and University officials to exercise general supervision over matters affecting student welfare and discipline. Today the Council on Student Affairs carries on its work.

Years of Challenge: 1914 to 1945

The outbreak of war in 1914 slowed the pace of development. The new University sent 438 of its staff, alumni, and students to the armed forces. Eighty-two were killed or died in active service. Their names, together with those of the casualties of the war of 1939-45, are commemorated on a bronze tablet near the entrance to Convocation Hall and by the Memorial Organ installed in 1923.

Although the war brought a halt to the building activity, the organization of the University's teaching moved on with the establishment of the Faculty of Agriculture in 1915, the School of Accounting (later the Faculty of Commerce) in 1916, the School of Pharmacy and the sub-faculty of Dentistry in 1917, and the Department of Household Economics in 1918.

With the end of the Great War the University rapidly expanded in number of students and staff. New laboratory facilities were built adjacent to the Arts Building and the Medical Building was completed in 1921 in the form it had until new wings were added following the war of 1939-45. The curriculum was fundamentally revised in 1919-20 to permit greater freedom in election of courses. The first summer session was held in 1919. The institution of the Research Council of Alberta signified not only an increasing emphasis on science, but a further recognition of the University's involvement in the development of the province. In 1927 St. Joseph's College was opened under Roman Catholic auspices. St. Stephen's College had, as Alberta College South, been the first building on the campus. It was renamed in 1927 after the union of the Methodist and Presbyterian churches and became the United Church theological college for Alberta.

The depression years brought serious problems. Though registration did not decline its increase was painfully slow, from 1,560 students in 1929 to 2,327 in 1939. Full-time teaching staff increased even more slowly. The budget actually fell and did not recover its pre-depression level until after the war. No new buildings were constructed after the present Corbett Hall was completed. (Corbett Hall was originally constructed as a provincial normal school, not a University building.) Dr. R. C. Wallace succeeded President Tory in 1928 and in 1936 was followed by Dr. D. A. R. Kerr who had been the first Dean of the Faculty of Arts and Science. The affiliation of Mount Royal College in 1931 marked a new begining of university work in Calgary. The Western Board of Music was established in 1931. Entrance to the University from Grade XI was abolished in 1937. In 1930 fraternities were permitted; a less controversial change was the abolition of the old practices involved in freshman initiation.

The impact of the war of 1939 was very different from that of 1914-18. Though war naturally disrupted the University's life, there was a determination to preserve its essential being while using its facilities as fully as possible in relation to the national effort. The Air Force took over the three residences, and out-of-town students, whose numbers had not substantially declined, flocked into Garneau boarding houses and made use of a new cafeteria, known to later generations as Hot Caf. Medicine, Dentistry, and Education offered accelerated courses. Engineering offered special courses to members of the armed services. No more important development took place than the acceptance in 1945 by the University of sole responsibility for the training of Alberta teachers. The School of Education, established in 1928, became a faculty in 1942 and after the war it was, in terms of enrolment, the largest in the University.

Dr. Robert Newton was named President on Dr. Kerr's retirement in 1941. He played an important part in the framing of the *University Act* of 1942, which transferred from the Senate to the General Faculty Council jurisdiction over academic matters and vested all final authority in the Board of Governors whose jurisdiction had previously been confined to finance. No major changes in the University's constitution occurred until the *Act* of 1966 provided for the establishment of other and separate provincial universities under a Universities Commission.

Years of Expansion: 1945 to 1968

With the end of the war, a flood of veterans poured into the University and registration rose from 2,023 in 1943-44 to a peak of nearly 7,000 in 1947-48. Accommodation in classrooms, laboratories, and libraries was pathetically inadequate, and housing was generally even less satisfactory. Army huts only partially relieved the pressure. While by 1947 student numbers had tripled from pre-war figures, the full-time teaching staff did not even double. Thereafter the pace of campus development slowly increased. New wings were added to the Medical Building in 1947 and 1948; the Students' Union Building opened in 1950; the Rutherford Library and the Engineering Building in 1951; and the Agriculture Building in 1953 (it was enlarged in 1958 to become the Biological Sciences Building). The Administration Building dates from 1957.

The hectic post-war years merged into the slower growth of the 1950's. Dr. Andrew Stewart became President in 1951 and was succeeded by Dr. Walter H. Johns in 1959. Old institutions like *The Gateway, Evergreen and Gold,* and the Students' Union flourished and new ones like the Mixed Chorus, the Freshman Introduction Week, and Varsity Guest Weekend developed. The University's work in Calgary, instituted in 1951, gradually expanded and an affiliated junior college was established in Lethbridge. These became separate universities in 1966. Student Counselling Services supplemented the Student Health Service, the latter almost as old as the University. The establishment of Graduate Studies as a Faculty in 1957 marked a new and important emphasis on this aspect of the academic program. The growing complexity of the University's offerings led to the separation of the Faculties of Arts and Science in 1963.

The expected increase in numbers as the post-war generation came to university age brought an expanded building program in the 1960's. The Physical Education Building, the Physical Sciences Building, and additions to the Medical and Engineering Buildings were followed by the Education Building, the Donald Ewing Cameron Library, the Household Economics Building, and the residence, where the dining centre was named in honor of Reg Lister who had for so many years taken care of the older residences. The Henry Marshall Tory Building was opened in 1966. In the same year the University of Calgary became fully autonomous.

Growth in student numbers is reflected in the continuing building program, including the new Engineering and Biological Sciences Building, and the Health Sciences complex, and in the expansion of the University into North Garneau, where many houses had already been taken over for University use. The University Farm provided a site for married students' housing. Late in 1965 a beginning was made on the new Students' Union building, which was opened in 1967. The contract with its nearby predecessor opened only fifteen years before and now University Hall symbolizes the growth of The University of Alberta in the post-war years.

ADMINISTRATIVE OFFICERS OF THE UNIVERSITY

Max Wyman, Ph.D., F.R.S.C., President
Henry Kreisel, Ph.D., Vice-President (Academic)
D. G. Tyndall, Ph.D., Vice-President (Finance and Administration)
W. D. Neal, Ph.D., Vice-President (Planning and Development)
L. C. Leitch, M.B.A., Associate Vice-President (Finance and Administration)
D. E. Smith, Ph.D., Dean, Faculty of Arts
D. M. Ross, Ph.D., Sc.D., Dean, Faculty of Science
G. V. LaForest, J.S.D., Dean, Faculty of Law
R. M. Hardy, Sc.D., Dean, Faculty of Engineering
W. C. MacKenzie, M.D., Dean, Faculty of Medicine
F. V. MacHardy, Ph.D., Dean, Faculty of Agriculture
H. T. Coutts, Ph.D., Dean, Faculty of Education
H. R. MacLean, D.D.S., Dean, Faculty of Dentistry
M. J. Huston, Ph.D., Dean, Faculty of Pharmacy
A. G. McCalla, Ph.D., Dean, Faculty of Graduate Studies
E. D. Chambers, Ph.D., Dean, Faculty of Business Administration and Commerce
M. L. Van Vliet, Ed.D., Dean, Faculty of Physical Education
Ruth E. McClure, M.P.H., Director, School of Nursing
Elizabeth L. Empey, Ph.D., Director, School of of Household Economics
J. B. Redford, M.D., Director, School of Rehabilitation Medicine
Margaret H. B. MacLean, B.Sc., Director, School of Dental Hygiene
Sarah R. Reed, M.A., Director, School of Library Science
Duncan Campbell, M.A., Director of Extension
S. C. T. Clarke, Ed.D., Director, Summer Session and Evening Credit Program
B. B. Peel, M.A., Librarian
A. D. Cairns, B.A., Registrar

DEPARTMENT OF EXTENSION ACADEMIC STAFF

Duncan Campbell, M.A., Professor and Director of Extension (on leave 1970-71)
C. M. Lockwood, B.A.Sc., Associate Professor and Assistant Director
D. A. Bancroft, M.A., M.P.A., Associate Professor
D. D. Barry, A.O.C.A., Associate Professor
G. A. Eyford, M.A., Associate Professor (on leave)
R. R. Faryon, M.B.A., Associate Professor
J. M. McDonald, M.S.W., Associate Professor
H. W. Roberts, M.A., Associate Professor
J. A. Shaw, M.S., Associate Professor
W. H. Stewart, M.S., Associate Professor
H. Wohlfarth, D.F.A., Associate Professor
G. W. Lamble, M.Sc., Assistant Professor
G. H. Wright, B.A., Assistant Professor
A. C. L. Zelmer, M.S., Assistant Professor
Amy Elliott Zelmer, M.P.D., Assistant Professor
H. G. Savage, Dip. in Art, Sessional Instructor
Jane P. Van Alderwegen, Nat'l. Dip. in Design, Sessional Instructor
Mary I. Dodds, M.S., Extension Librarian
Moira L. English, M.L.S., Assistant Librarian
E. I. Savic, B.A., B.L.S., Assistant Librarian
Helen Sinclair, B.A., B.I.S., Assistant Librarian

Administrative Assistants

Eldred G. Bancroft, B.A.
Maryanne Budnitsky, B.A.
Joanne V. Monro, B.A.
Ann A. Prideaux, M.A.
R. J. Smyth, B.A.
W. G. L. Twigge

DEPARTMENT OF EXTENSION

The Department of Extension exists to link the University and the community through education. This calendar describes in some detail part, but not all, of the extension programs of continuing education for adults which it undertakes.

The Department works as a catalyst with members of the faculty and the community to extend its program and increase the continuing education facilities available to adults in the Province. Some of the specific ways in which the Department carries out its work are by providing consultative services on effective ways of meeting the continuing education needs of adults; by developing and administering particular educational programs at the request of faculty and community members; by providing an administrative service to conferences, residential and non-residential short courses, seminars, workshops, and evening courses; by initiating and developing programs which can upgrade the continuing education opportunities in the Province by obtaining the necessary faculty and other support for such programs; and by conducting research in matters relating to continuing education.

The work of the Department is carried out by these subject area divisions supported by a general administrative office: Liberal Studies, Business and Professional, Community Resources Development, Public Administration, Fine Arts, Educational Media, and Extension Library.

Registration

Unless otherwise indicated there are no educational prerequisites for most University Extension courses.

Students wishing advice as to their selection of classes are invited to apply for interviews with members of the staff who will be pleased to discuss individual programs.

In a few courses, students are required to submit a brief résumé of education background and business experience. These are specifically noted in this calendar.

It is advisable to register in advance since registration in many courses is restricted. Applications will be accepted in order of their receipt or on an indicated basis of selection, depending on the nature of the course.

Application forms may be obtained through the Department of Extension by mail or by phoning Edmonton 439-2021.

REGISTRATION BY MAIL: Payment by cheque or money order, payable to The University of Alberta, should accompany application forms.

REGISTRATION IN PERSON: Extension offices are open for registration Monday through Thursday, 8:30 a.m. to 8:30 p.m., and Friday, 8:30 a.m. to 5:00 p.m., commencing September 14, 1970.

If a class is not oversubscribed students may also register at the Extension office on the first meeting of a class, but prior registration is preferable to ensure a place. Students who plan to register on the first night should report to the Extension office at least 45 minutes before the class is scheduled to begin.

In no case will telephone applications be accepted. Preliminary registration is not complete until the applicant has received a receipt for fees tendered.

The appearance of a course description in this calendar does not constitute any guarantee that the course will actually be offered. Information as to which courses will be offered, the names of the instructors, and all further details must be sought from the Department by phoning 439-2021.

In the following descriptions, terms are designated as Fall (September through December) and Winter (January through April).

The University reserves the right to restrict registration in any class, to make changes to the published list of instructors, and to cancel any class for which an insufficient number of registrations have been received. If a class is cancelled fees already paid will be refunded.

Scholarships

A limited number of tuition scholarships are available for courses in the Liberal Studies Division. Preschool programs are not included in this provision. For further information please telephone 439-2021, ext. 55 or 34.

Textbooks

Books may be obtained in advance at the Extension office. If texts are not available before the first class, every effort will be made to have them at the first meeting. The Department of Extension does not assume responsibility for return of fees when texts are not immediately available.

Parking

All parking on campus has been restricted to those vehicles which are registered and have a parking permit affixed to their rear windshields. Permits may be obtained at the Department of Extension, Room 228, Corbett Hall.

Adult Student Centre

The Adult Student Centre combines the functions of a media centre and a meeting place for small groups. The media include books, journals, records, tapes, and filmstrips. Listening and viewing points for individual use of audio-visual materials are provided. Books and journals relate to the field of continuing education including adult counselling, teaching methods, community development, human resources development, and to broad areas covered by Extension courses.

Of special interest currently is the collection of materials on pollution and the environment.

The Centre is open to formal and informal groups for meetings as well as to Extension students and the general public.

Members of the public can borrow printed materials for a subscription of $2 per year.

Extension Library

Payment of a course fee includes a six-month membership in the Extension Library.

Members may receive books by prepaid mail or choose them in person. The Library is open daily from 8:30 a.m. to 4:30 p.m., Monday through Friday, and is reached through the west entrance of the Rutherford Library Building on the northwest corner of 89 Avenue and 112 Street.

Counselling Service

The Department of Extension is pleased to announce the establishment of an educational-vocational counseling service for adults under the direction of Dr. L. Craig Parker, Jr. commencing in September, 1970. Dr. Parker will also provide leadership in courses directed to individuals involved in counselling who wish to further their professional development.

Details regarding types of assessment available and costs involved are available by contacting the Department of Extension at 439-2021.

EDUCATIONAL MEDIA DIVISION

The Educational Media Division was established in 1916 with "magic lanterns" and slide sets to serve the many isolated communities in a then agricultural Province. Its facilities today include a substantial library of 16mm educational films, filmstrips, slides, and records. It functions to provide a wide range of audio-visual material to groups of adults and organizations as a supplement to organizational programs. Through training programs, short courses, and conferences, the Educational Media Division offers instruction on the effective utilization of audio-visual materials and on their use as a valuable educational device.

16mm Film Library

Over 3,600 films in 112 subject areas are at the disposal of all interested individuals and organizations. Film materials are available at a nominal charge. A new edition of the catalogue, indexed and providing descriptions of the film materials, will be available in late 1970 at a cost of $2.50 including supplement service for two years.

Filmstrip Library

A library of 2,651 filmstrips in 51 subject areas is available to all interested individuals and organizations. Individual filmstrips or slides are available at a modest charge per item. A descriptive catalogue is available free of charge.

Audio-Visual Equipment and Rental Service

This equipment includes both 16mm and 18mm motion picture, filmstrip, slide, overhead and opaque projectors; tape recorders; and record players which may be rented at various rates depending on the duration of their use.

Screening Room Facilities

Facilities are available at no charge for use by representatives of organizations who wish to preview films from the film library.

Audio-Visual Reference File and Information Service

An audio-visual reference file containing a wide variety of publications, pamphlets, and journals is open to individuals and organizations interested in audio-visual communication. This file includes printed descriptions of audio-visual materials and equipment, aids to persons interested in the techniques of effective utilization of audio-visual materials, publications on general theory and practice, and reprints of a wide range of useful periodicals in the audio-visual field. This file is open to the public free of charge.

Representatives of organizations wishing to receive information and materials from the Educational Media Division should forward their requests to the Department of Extension, Educational Media Division, The University of Alberta, Edmonton.

While a good selection of film materials is now in the Educational Media Library, many more first-rate materials are available from other sources in the U.S.A. and Canada. The Educational Media Division will be happy to consult with individuals and organizations and to arrange to acquire these on a loan or rental basis.

Record and Tape Lending Service

Music and drama recordings on both disc and tape are available from the Educational Media Division on an individual membership. In addition to use by individuals, the recordings are intended to provide the basis for the educational programs of provincial organizations. Six or twelve month memberships are available. Additional information about the service can be obtained by writing to the Educational Media Division.

Instructional Programs

A variety of short courses and workshops in audio-visual communication and film programming is arranged annually by the Department of Extension through its Educational Media Division. For details see Educational Media Methods.

Independent Study

The Educational Media Division, working in co-operation with other Extension divisions, is developing a series of independent study courses. These courses, for individual or small group use, will combine slides, tapes, and printed materials in a multi-media instructional package. Several courses should be ready for loan during the fall of 1970. One of these, Prospecting I for Independent Study, is described under General Business and Professional Courses.

EXTENSION LIBRARY

The Extension Library works closely with all program activities of the Department of Extension by providing books for students registered in Extension courses, conferences, and study groups throughout the Province. In addition, the Extension Library provides a general service to residents of Alberta who have no public library in their community. Books are sent by parcel post to individuals and families throughout the Province and in travelling libraries—boxes of forty books—to small libraries and community groups of all kinds. Reading guidance and information on any subject are supplied either directly to inquirers or through inter-library loan. The collection of over 72,300 volumes puts special emphasis on adult education, community leadership, fine arts, and business administration, and provides recreational reading for adults and children.

Five kinds of membership are available at annual fees ranging from $1 to $5: junior, adult, family, group, and travelling libraries. Printed catalogues of adult books, kept up to date by supplementary lists, are for sale at a price of 50 cents to $3.

For further information write to the Extension Library, The University of Alberta, Edmonton 7.

Art

COMMUNITY ART CERTIFICATE PROGRAM

Students participating in Community Art courses may elect to enroll in the Community Art Certificate Program. The purpose of this program is to provide integrated instruction in drawing and painting over a minimum period of three years. In order to receive recognition in the form of a certificate, the student is required to successfully complete certain prescribed courses. Time spent in class or in the studio set out below is an indication of minimum requirements. After the completion of the required courses, a portfolio of work will be required for evaluation by a panel of examiners as evidence of qualificaiton for the certificate.

There will be two types of classes available to students—Extension Art Classes or Preparatory Art Classes.

Extension Art Classes

These will be conducted and instructed by the Department of Extension staff. Students will register in these classes directly with the Department. These classes will cover the Intermediate and Advanced courses set out below.

Preparatory Art Classes

These will be organized separately by the Community Art Clubs and will be instructed by local instructors under arrangements made directly with the Community Art Clubs. Names of such instructors will be available from the Department of Extension, and these classes will be supervised periodically and evaluated by Professor H. Wohlfarth or other members of the Department. Registration for these classes is a matter for local arrangements. These classes cover the Foundation courses as set out below.

Course Requirements

For registration in Foundation courses—no requisites.

For registration in Intermediate courses—successful completion of a minimum of three Foundation courses.

For registration in Advanced courses—successful completion of three Intermediate courses.

For the award of the Certificate—successful completion of a minimum of nine courses (three Foundation, three Intermediate, three Advanced), 18 units, and a clear pass by the panel of examiners.

Courses Offered (subject to revision)

	Hours	Units	Required Units
Foundation Courses			
Composition I	60	2	6
Drawing I	60	2	
Painting I	60	2	
Intermediate Courses			
Composition II, Design & Color	60	2	6
Drawing II, Life	60	2	
Painting II, Life & Portrait	60	2	
Advanced Courses (minimum of three electives)			
Composition III, Painting	72	2	6
Drawing III	72	2	
Painting III, Life & Portrait	72	2	
Design III, Three-Dimensional	72	2	
Total			18

Advancement from the Preparatory to the Intermediate level and from the Intermediate level to the Advanced level will be possible only if the panel of examiners is convinced that the previous courses have been successfully completed. At the end of each winter or summer course, the work of each student will be evaluated according to the following categories: pass; conditional pass (which means the student has to complete the course the following year, since he did not complete it successfully in the current year); and fail.

Upon passing a course, the student will be notified to this effect by letter. The Fine Arts Division of the Department of Extension will keep records of the names, courses attended, and standing in each Intermediate and Advanced course (e.g. 1/4, 1/3, 1/2, 2/3, 3/4, completed).

Credit for Work Elsewhere

Students wishing to enter the Certificate Program at the Intermediate or Advanced level will be required to submit records and, if available, transcripts relating to courses completed elsewhere, together with a portfolio of work done previously. The granting of credit for such previous work will be at the discretion of the panel of examiners.

Eligibility

These classes may be attended by the following categories of students:

Certificate students

Non-Certificate students (who will take the same type of instruction but do not have the intention of working towards a certificate)

Guest-attenders (who do not carry out the projects, exercises, or assignments, and can therefore not claim any of the instructor's time except for objective criticism at the beginning of each class).

PREPARATORY COURSES

Drawing I

Theory and practice of drawing; study of line, form, pattern, light and shade; techniques of drawing—soft, hard pencil, India ink and pen, quill, etc.

Composition I

Study and practical application of principles of composition and pictorial construction; theory and practice in arranging forms—two dimensional and three dimensional black and white and in color.

Painting I

Principal techniques of painting—indirect and direct painting; painting materials, emphasis is on direct painting and on awareness of quality in direct painting as practiced on a variety of subject matter.

INTERMEDIATE COURSES

Drawing II, Life

Gesture, contour drawing from life model; figure and composition—black and white; watercolor—washes and line-composition, wash-line and collage from model and environment; watercolor (portrait) 10 and 15 minutes; hard pencil—nude and portrait; tone paper—black and white India Ink (crosshatch) free composition and expression.

Composition II, Design and Color

Problems and techniques of composition and color. The use of design and color in creative expression with special emphasis on contemporary problems. Spontaneity, soft edge, hard edge, kinetics of shape and color. Prerequisite: Drawing II, Life.

Painting II

Direct painting with emphasis on life, spontaneity, expression, brush-work, quality of painting technique and the handling of color. Experiments in methods of painting, both past and contemporary, techniques and materials. Prerequisite: Drawing II, Life.

ADVANCED COURSES

Drawing III

Advanced drawing, personalized experimental continuation of Drawing II, Life. Emphasis on creativity, expression and communication of ideas and/or emotions. Silverpoint, pencil, ink, and experimental media.

Composition III

Advanced painting and composition, individual, experimental and non-objective. The student develops and tests his own theory, advised and counselled by the instructor. Range: from abstract expressionism to op and high frequency color kinetics.

Painting III, Life

Advanced painting, using the life model. Emphasis on individuality, creativeness, experimentation. Range: from magic realism to hard edge and high frequency color kinetics.

Design III

Three dimensional work of an advanced nature. Individual, experimental, creative — non-objective. The student develops and tests his own theory in consultation with the instructor.

ATHABASCA

Drawing II, Life

Term: Fall, 1970

Advanced Drawing III and Painting III, Life

Term: Fall, 1970

BANFF

Drawing II, Life

Term: Fall, 1970

RED DEER

Drawing II, Life

Term: Fall, 1970

Advanced Drawing III and Painting III, Life

Term: Fall, 1970

WETASKIWIN

Drawing II, Life

Term: Fall, 1970

Advanced Drawing III and Painting III, Life

Term: Fall, 1970

Foundation courses will be offered in the following centres: Arrowwood, Athabasca, Banff, Brant, Camrose, Canmore, Czar, Drayton Valley, Lacombe, Lomond, Milo, Ponoka, Nanton, Ralston, Rimbey, Red Deer, Strathmore, Stavely, St. Paul, Three Hills, Trochu, Westlock, Wetaskiwin, Vegreville.

TEACHING SEMINARS FOR ASSISTANT TEACHERS

Training seminars will be given for Assistant Instructors for Community Art Classes, with special emphasis on teaching methods, curriculum, techniques, presentation, etc. These courses can be attended by invitation only. There is no tuition fee.

Instructors: Harry Wohlfarth, Associate Professor of Extension, and Douglas Barry, Associate Professor of Extension. Third instructor to be announced.

Dates: Friday, September 25, 1970; Thursday and Friday, April 15 and 16, 1971

Place: Edmonton

EDMONTON ART CLASS PROGRAM

A broad program of painting and related subjects is offered through the University Department of Extension in Edmonton during the winter, spring, and summer terms. Instruction is given in drawing, painting, design, ceramics, and history of art.

The Department's primary objectives through this program are the fostering of awareness and the developing of individual potential for creativity in each of its students.

The program is so arranged that the student is subjected to a variety of art media and techniques in the basic courses and then progresses towards a concentration in a single area of his own choosing, in which he can channel and develop his full creative potential.

Open House

The Gallery Room and studios will be open to the public for registration and interviewing Tuesday to Friday, September 8 to 11, 1970, from 7:00 to 8:30 p.m.

Exhibitions

An exhibition of students' work will be on view at the Edmonton Extension Exhibition to be held April 5 to 8, 1971, at Corbett Hall.

Visiting Lecturers

Visiting artists and specialists are invited to lecture and teach in the Extension program in art.

Library

The Extension Library and the Adult Student Centre are open to all art students for study and research. Current periodicals and reproductions are available in the Gallery Room.

Painting I, Basic

This course is designed specifically for those students who wish to acquire a basic training in painting. Practical work in the studio will include a general survey and exploration of the fundamental principles used in painting. Consideration will be given to the problems of technique and composition.

Dates: Twenty-four Monday afternoons commencing September 8, 1970

Twenty-four Wednesday afternoons commencing September 30, 1970

Twenty-four Wednesday evenings commencing September 30, 1970

Composition I

This course will include study and practical application of principles of composition and picture making; arranging forms, both in two-dimension and in space; and methods of construction in design.

Dates: Twenty-four Monday evenings commencing September 28, 1970

Twenty-four Wednesday afternoons commencing September 30, 1970

Drawing I, Basic

This course is an introduction to drawing with varied media beginning in black and white, line, pattern, and form. Individual assistance will be given and group discussions will be held.

Dates: Twenty-four Tuesday afternoons commencing September 29, 1970

Twenty-four Tuesday evenings commencing September 29, 1970

Painting II, Design

A study of colour, design, and form, this course will include directed experiments in methods of painting, both past and present, and technical use of media.

Dates: Twenty-four Tuesday afternoons commencing September 29, 1970

Twenty-four Tuesday evenings commencing September 29, 1970

Painting II, Portrait

This course will include advanced drawing and painting from life and portrait models. Varied and creative use of media and techniques will be studied.

Date: Twenty-four Thursday evenings commencing October 1, 1970

Drawing II, Life

The theory and practice of drawing, this course is an analysis of masters' drawings and the study of line, form, pattern, light, and shade. Portrait and figure construction will be studied as well as life drawing, using both long and quick poses.

Dates: Twenty-four Monday afternoons commencing September 28, 1970
Twenty-four Monday evenings commencing September 28, 1970

Drawing II, Creative Drawing and Printmaking

This course will include study of drawing and printmaking and their use in creative expression with special emphasis on contemporary problems.

Date: Twenty-four Monday evenings commencing September 28, 1970

Composition II, Design and Colour

A study of colour, design, and form, and their use in creative expression, this course will put special emphasis on contemporary problems.

Date: Twenty-four Tuesday evenings commencing September 29, 1970

Painting II, Technique

This course will investigate various schools of painting and techniques used by contemporary painters. Lectures and practical work in the studio will include mixed media.

Date: Twenty-four Wednesday afternoons commencing September 30, 1970

Painting III, Advanced Life and Portrait

A continuation of Painting II, this course will stress experimental techniques and composition.

Date: Twenty-four Thursday evenings commencing October 1, 1970

Printmaking

Designed to acquaint the student with various media used in printmaking today, this course will be an introduction to print methods with work in black and white, and colour, lithography, block-printing, and etching techniques.

Dates: Twenty-four Monday afternoons commencing September 28, 1970
Twenty-four Wednesday evenings commencing September 30, 1970

Painting, Landscape

Work in this course will be from observation and imagination in all media. The initial meeting will take place in Studio One, Corbett Hall, but subsequent meetings will be held outdoors, weather permitting.

Dates: Twenty-four Thursday afternoons commencing September 17, 1970
Twenty-four Saturday afternoons commencing September 19, 1970

Looking At Art

In this series of illustrated lectures, discussions, and studio work, an attempt will be made to understand how the artist views the world and why he chooses to represent it in his particular style or manner. By studying many paintings and tracing the development of recent art movements, the student will be made familiar with some of the principles guiding great painters, limited largely to painting of the 19th and 20th centuries.

Date: Twenty-four Thursday evenings commencing October 1, 1970

Ceramics I, Basic

This course includes basic construction in the design and execution of pottery by various methods including coil, slab, and wheel methods, glazing, and firing.

Date: Twenty-four Monday evenings commencing September 28, 1970

Ceramics II

This course is designed especially for those students with previous experience and training. Practical work in the studio will include slab and wheel methods, glazing and firing.

Dates: Twenty-four Tuesday evenings commencing September 29, 1970
Twenty-four Wednesday afternoons commencing September 30, 1970

Ceramics III, Advanced

This course includes advanced instruction in ceramic design and the study of the properties of clays and glazes.

Date: Twenty-four Thursday evenings commencing October 1, 1970

SPRING AND SUMMER PROGRAM IN ART

Drawing I

This course will deal with line, pattern, and form.

Date: Ten Mondays commencing April 12, 1971

Drawing and Graphics II

The study of drawing and graphics and their use in creative expression, this course will include practical work in the studio in drawing, etching, lithography, and silk screen.

Date: Ten Tuesdays commencing April 13, 1971

Drawing and Painting I

Utilizing both outdoor and studio work, this course will emphasize the landscape scene.

Date: Ten Tuesdays commencing April 13, 1971

Drawing and Painting II

This course will include drawing and painting from models, portrait, and figure with emphasis on structure and composition.

Date: Ten Thursdays commencing April 15, 1971

Landscape Painting

Work from observation and imagination in oils will be the basis of this course. The initial meeting will take place in Corbett Hall, but subsequent meetings will be held outdoors, weather permitting.

Date: Ten Wednesdays commencing April 14, 1971
Ten Saturdays commencing April 17, 1971

Composition and Photography

This course will explore the camera as a tool for visual understanding. This will include discovery of personal visual directions, ways of opening up new visual directions, intuitive organization of visual matter, response to and criticism of slides and prints, and application of basic concepts in this field. Students should have an adjustable camera, a light meter, and preferably a tripod.

Date: Nine weeks commencing Thursday, April 29, 1971. Two Saturday all-day field sessions will be arranged.

Ceramics

This course will provide instruction in the design and execution of pottery with emphasis on wheel, decorating, and glazing methods.

Dates: Ten Mondays commencing April 12, 1971
Ten Tuesdays commencing April 13, 1971
Ten Wednesdays commencing April 14, 1971
July 12-17, 1971
July 19-25, 1971

CERTIFICATE PROGRAM IN ART

Students participating in the Extension art program in Edmonton may elect to enroll in the Certificate Program in Art. The purpose of this program is to provide integrated instruction in drawing and painting over a minimum period of three years. In order to receive recognition in the form of a certificate, the student is required to successfully complete nine courses, three each of first, second, and third year courses in that order, of those designated as certificate program classes below.

First Year	*Hours*
Composition I—Basic Painting and Design	60
Drawing I—Basic	60
Painting I—Basic	60
Second Year—A minimum of 3 electives (prerequisite 6 credits or 180 hours)	
Composition II—Design & Color	60
Drawing II—Life	60
Drawing II—Creative Drawing & Printmaking	60
Painting II—Design	60
Painting II—Portrait	60
Third Year—A minimum of 3 electives (prerequisite 12 credits or 360 hours)	
*Composition III—Advanced Painting	72
*Drawing III—Advanced	72
Painting III—Techniques	72
Painting III—Advanced Life & Portrait	72
*Design III—Three dimensional	

*Not offered in 1970-71

A portfolio of work will be required for evaluation and as evidence of qualification for the certificate.

WILD

Business and Professional

THE INSTITUTE OF CANADIAN BANKERS' PROGRAM

This program is administered by the Department of Extension in conjunction with the Institute of Canadian Bankers, the educational branch of the Canadian Bankers' Association.

The program is designed specifically for staff members of Canadian chartered banks and provides formal education for men and women who wish to prepare themselves for responsible positions in banking. The program complements rather than replaces the specific job training program of the individual bank by providing opportunities for broadened education which stresses the need to adapt to a changing environment.

ADVISORY COMMITTEE

R. R. Faryon, Associate Professor, Department of Extension, The University of Alberta
L. C. Leitch, Associate Vice-President (Finance and Administration), The University of Alberta
C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta
B. L. Robinson, District Co-ordinator, Institute of Canadian Bankers

General Information

Lectures are presented in each subject from 7:30 to 9:30 p.m. once each week, commencing the week of September 28, 1970. A student may enroll in not more than two subjects in the same session.

Students are required to complete home assignments and write at least two examinations in each subject in addition to attending lectures.

To qualify for recognition in each of the three parts of the Institute program, students are required to attain a minimum grade of 50 per cent in each of the compulsory courses.

Admission Requirements

Complete information regarding the overall requirements of the Institute of Canadian Bankers' Program may be obtained from the applicant's staff or personnel department. Students being transferred in or out of Edmonton should contact the I.C.B. for information about correspondence courses and courses offered in other areas.

Fees and Registration

The fee for each of the subjects comprising the program is $100 inclusive of tuition, textbooks, and materials.

Applications, available from the staff or personnel department of the applicant's bank, must be returned to that department by August 17, 1970.

COURSES OFFERED BY THE DEPARTMENT OF EXTENSION WHICH ARE RECOGNIZED BY THE INSTITUTE OF CANADIAN BANKERS

I.C.B. Syllabus	Department of Extension Equivalents
PART I	
Letter of Accomplishment	
Introduction to Banking	As described below
Business Administration in Canada	*Business Organization and Administration
PART II	
Associate Certificate (AICB)	
First Year	
Management Accounting	*Management Accounting and Financial Controls
Communications (Interpersonal Communications in Organizations)	*Business Communications
Second Year	
Economics	*Canadian Economic Development
Legal Aspects of Business	*Commercial Law

*Course descriptions are listed in the Management Certificate Program outlined in this publication.

PART III

Fellow's Diploma (FICB)

First Year

Management I (Organization Behaviour)	*Personnel Administration
Management II (Business Policy)	*Business Policy

Second Year

Two Optional Subjects chosen from:

Finance	*Business Finance
Quantitative Methods (Computers, Management Information Systems and Business Mathematics)	*Commercial Data Processing
Marketing	*Marketing
Money and Banking (Not offered at The University of Alberta)	

*Course descriptions are listed in the Management Certificate Program outlined in this publication.

Introduction to Banking

This course will introduce the student to basic principles of accounting and the development and role of the chartered banks in the Canadian economy.

Seminar

An orientation seminar will be held for new registrants before classes commence to introduce them to their course of studies, familiarize them with the campus, and provide them with an opportunity to meet with instructors and other students.

MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM

This program is intended to provide an intensive review of the management function and to assist the student in his development of the skills and understanding which contribute towards his professional enrichment as a manager or an executive. Arranged by the Department of Extension in association with the Faculty of Business Administration and Commerce, this series is open to both men and women who have assumed, or shortly will be assuming, positions of responsibility in management.

ADVISORY COMMITTEE

Duncan Campbell, Director of Extension, The University of Alberta

R. R. Faryon, Associate Professor, Department of Extension, The University of Alberta

D. S. K. Gray, President, Western Mack Truck & Equipment Ltd., Edmonton

J. R. Kandler, Comptroller-Administration Manager, Healy Ford Center, Edmonton

C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta

R. E. Schneck, Associate Dean, Faculty of Business Administration and Commerce, The University of Alberta

I. K. Sutherland, Vice-President, North Western Pulp and Power Limited, Hinton

R. Sutherland, President, Canadian Engineering Surveys, Edmonton

R. B. Wishart, Administrator of Student Awards, The University of Alberta

General Information

Lectures are presented from 7:30 to 9:30 p.m. once each week, commencing the week of September 28, 1970. Students may enroll in not more than two subjects in the same session. The program can be completed in three years, but students may proceed at their own pace.

Students are required to complete home assignments and write at least two examinations in each subject in addition to attending lectures. To qualify for The University of Alberta Certificate in Management Development, a candidate must complete three compulsory and three optional subjects with a minimum grade of 50 per cent, and obtain at least 65 per cent in two of these subjects.

Examinations are conducted in April with supplemental examinations for unsuccessful candidates in September. Students are permitted to write only two examinations in the same subject without applying again for admission.

Admission Requirements

Applicants to this program will be expected to have a senior high school diploma and be over the age of 25 in addition to having recognized experience in a managerial position.

Applications are invited from members of business and industrial firms, labour organizations, and the civil service.

All new applications will be reviewed by the Advisory Committee shortly before the commencement of classes, and candidates will be advised of their status immediately following this review.

Those who lack Grade XII standing but who have had suitable experience may be admitted to the program conditionally on the recommendation of the Advisory Committee and if successful invited to continue.

Fees and Registration

The fee for each of the subjects comprising the program is $100 inclusive of tuition, textbooks, and materials. Applications must be received before September 14, 1970.

The University of Alberta reserves the right to restrict registration in any class or cancel any class for which there is insufficient registration.

Individual subjects in the Management Development Certificate Program will be offered in Red Deer, Grande Prairie, Lethbridge, Hinton, Fort Smith, Yellowknife, and Lloydminster in 1970-71.

COMPULSORY SUBJECTS

Business Organization and Administration

Organizations will be examined from a behavioural science point of view including emphasis on interpersonal relations, small group functioning, and formal organization.

Canadian Economic Development

Basic economic theory and the techniques used in modern economic analysis will be dealt with as well as the factors influencing Canada's economic development.

Management Accounting and Financial Controls

This course looks at how accounting can provide information to serve the management decision-making process. Attention is given to traditional accounting only in so far as it will aid understanding.

OPTIONAL SUBJECTS

Business Finance

The point of view of the chief financial officer of a company will be presented with regard to financial decision-making and administration.

Personnel Administration

Emphasis will be on developing competence in problem solving techniques. The traditional areas of personnel administration will form the basis for this approach.

Commercial Law

The complexities of commercial law will be introduced with special reference to the law of contracts, sale of goods, conditional sales, bulk sales, and agency.

Marketing

An introduction of basic principles, the course will provide a foundation for examining business operations and consumer behavior through the use of case analysis.

Production Management

Case studies will be used in the examination of the problems and techniques of increasing and controlling productivity. Topics include Critical Path Methods and other associated uses of computers. (Not offered in 1970-71.)

Commercial Data Processing

This is a lecture and laboratory assignment course concerning the fundamentals of programming electronic digital computers and their application to business and industry.

Business Policy

Designed to integrate work in the functional areas of the total program, this advanced course presents complex problems at the level of top management. The prerequisite is successful completion of at least three other subjects in the program.

Business Communications

The obstacles posed by modern society to the processes of understanding and being understood will be attacked using a variety of approaches and techniques. Topics to be covered will include programmed learning, group dynamics, self connection, and the psychology of communications.

A detailed brochure outlining the subjects and schedule of classes is available.

MANAGEMENT SCIENCE CERTIFICATE PROGRAM

This program, offered by the Department of Extension in co-operation with the Faculty of Business Administration and Commerce and the Department of Computing Science, is the first evening series of its kind to be offered in Canada. The subjects will be of interest to graduate engineers wishing to shift from their technical field to quantitative management areas, to business graduates with a limited background and experience in the management sciences, to computer programmers and systems analysts concerned with business application, and to executives who wish to understand in some depth the application of computers and management science.

The program is divided into two sections: Phase I to be completed before continuing to Phase II.

ADVISORY COMMITTEE

- D. H. Bent, Associate Professor, Faculty of Business Administration and Commerce, The University of Alberta
- T. E. Earl, Assistant Professor, Faculty of Business Administration and Commerce, The University of Alberta
- R. R. Faryon, Associate Professor, Department of Extension, The University of Alberta
- C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta
- D. B. Scott, Chairman, Department of Computing Science, The University of Alberta
- J. Warwaruk, Professor, Department of Civil Engineering, The University of Alberta
- P. R. Winters, Professor, Faculty of Business Administration and Commerce, The University of Alberta

General Information

Two sessions will be offered each year, the fall session beginning in September and the winter session beginning in January. Each course will comprise 15 lectures, one each week, usually held from 7:30 to 9:30 p.m. Students may enroll in only two subjects per session.

In addition to attending lectures, students will be required to complete home and laboratory assignments and to write one or two examinations in each subject. To qualify for a University Certificate in Management Science, a candidate must complete all nine subjects with a minimum average of 65 per cent and obtain a minimum grade of 50 per cent in each subject.

Admission Requirements

Applicants to this program will be expected to have a senior high school diploma, to be over the age of 25, and to have recognized experience in a managerial position. While all applicants to certificate programs are normally considered by an advisory committee, applicants to the Management Science Certificate Program who have a university degree or diploma and who enclose certification will be accepted without this formality.

Fees and Registration

The fee for each of the subjects is $75 inclusive of textbooks, materials, and use of The University of Alberta computer.

Applications must be returned by August 24, 1970, for the fall program and by December 18, 1970, for the winter program.

PROGRAM SCHEDULE

PHASE I

Business Mathematics

This course provides the mathematical background necessary for the Management Science Certificate Program, and consists of a brief review of algebra, elements of differential and integral calculus, not including trigonometric functions. Applicants who have completed a university level mathematics course may apply for an exemption in writing enclosing a transcript of marks.
Term: Fall, 1970

Computer Basics

The nature of computers, programming in higher level languages such as FORTRAN, and computer oriented systems will be discussed. Other topics will include access to program libraries and emphasis on information and control functions of the decision-making process.
Term: Fall, 1970

Management Science and Business

Management Science is the science of analysis. Management is the art of choice, decision, action. This course looks at the interface, how the manager can use the ideas and techniques of the science, how the management scientist can interpret and satisfy the goals of the manager, and the structure and process of the organizations.
Term: Fall, 1970

Probability and Statistics

This is an introduction to the concepts of probability theory and statistical inference for business applications. Probability distributions, estimation, inference, hypothesis testing, sampling, and non-parametric statistics will also be considered.
Term: Winter, 1971

Optimization I

This course will consider the importance of the notion of optimization in business, model building for optimization, computation of maxima and minima by traditional methods, constrained optimizations, and linear programming sensitivity analysis, with regard to their application in business and industry and in public problems.
Term: Winter, 1971

PHASE II

Information Systems

This course will consider the design and operation of computer-oriented business systems, the relationship of hardware and software to the information system, and the place of the information system in a business organization.
Term: Fall, 1970

Optimization II

This course will present the transportation problem, dynamic programming, branch and bound techniques, non-linear programming, and heuristic methods. Case studies will be used.

Term: Fall, 1970

Simulation and Systems Analysis

Topics to be discussed in this course are the purpose of simulation, model building, deterministic and stochastic models, event-oriented and fixed-time interval simulations, validation, optimization, simulation strategies, and simulation languages and classifications. Examples from all areas of business will be presented.

Term: Winter, 1971

Decision Theory

Regression analysis and analysis of variance, experimental design, Bayesian statistics, decision-making under uncertainty, sequential sampling, and decision-making will be discussed.

Term: Winter, 1971

A detailed brochure outlining the subjects and schedule of classes is available.

PERSONNEL ADMINISTRATION CERTIFICATE PROGRAM

The Certificate Program in Personnel Administration is offered by the Department of Extension in co-operation with the Faculty of Business Administration and Commerce and the Personnel Association of Edmonton. It is designed to provide managers in the personnel field with a knowledge of modern techniques and an educational background pertinent to the requirements of their profession.

ADVISORY COMMITEE

W. H. Chidgey, Staffing and Development Officer, Department of Public Works, Government of Canada, Edmonton

R. R. Faryon, Associate Professor, Department of Extension, The University of Alberta

J. Livingstone, Assistant Director, Northwestern Utilities Limited, Edmonton

C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta

J. W. Morrill, Personnel Manager, R. Angus Alberta Ltd., Edmonton

A. G. Perroni, Associate Professor, Faculty of Business Administration and Commerce, The University of Alberta

K. Robertson, Public Service Commissioner, Government of the Province of Alberta, Edmonton

E. S. Shihadeh, Associate Professor, Faculty of Business Administration and Commerce, The University of Alberta

W. G. Wright, Superintendent of Industrial Relations, The Steel Company of Canada, Limited, Edmonton

General Information

Lectures will be offered in each subject once a week, 7:30 to 9:30 p.m. The twenty-five week subjects commence the week of September 28, 1970, while three of the fifteen-week courses will begin the week of September 7, 1970, and two in January. Students may not enroll in more than two subjects in the fall or winter session. The program can be completed in three years but students may proceed at their own pace if preferred.

Students are required to complete home assignments and write one or two examinations in each subject in addition to attending lectures.

To qualify for a University of Alberta Certificate in Personnel Administration, students must complete all eight subjects with a minimum grade of 50 per cent in each.

Examinations are conducted in December and April with supplemental examinations in September. Students are permitted to write only two examinations in the same subject without applying again for admission.

Admission Requirements

Applicants to this program will be expected to have a senior high school diploma and be over the age of 25, in addition to having recognized personnel or supervisory experience in a managerial capacity. Applications are invited from business and industrial firms, labour organizations, and the civil service.

All new applications will be reviewed by the Advisory Committee shortly before the commencement of classes, and candidates will be advised of their status immediately following this review.

Those who lack Grade XII standing but who have had suitable experience may be admitted to the program conditionally on the recommendation of the Advisory Committee and, if successful, be invited to continue.

Fees and Registration

The fee for each of the twenty-five week subjects is $100 and the fee for the subjects of fifteen weeks duration is $65. The course fee is inclusive of tuition, textbooks, and materials. Applications for subjects commencing in September must be received before August 24, 1970.

The University of Alberta reserves the right to restrict registration in any class or cancel any class for which there is insufficient registration.

THE PROGRAM

Business Organization and Administration

Organization will be examined from a behavioural science point of view including emphasis on interpersonal relations, small group functioning, and formal organization. (50 hours)

Canadian Economic Development

Basic economic theory and the techniques used in modern economic analysis will be dealt with as well as the factors influencing Canada's economic development. (50 hours)

Personnel Administration

Emphasis will be on developing competence in problem solving techniques. The traditional areas of personnel administration will form the basis for this approach. (50 hours)

Labour Economics

This course will provide the student with a working knowledge of the economic theory effecting labour and the labour movement. Students must have taken Canadian Economic Development. (30 hours)

Training and Development of the Work Force

This course helps to equip the student to undertake responsibilities in assisting the business organization to acquire and develop the human resources it needs to meet its objectives. (30 hours)

Labour Relations

Provincial legislation, bargaining, conciliation, and arbitration, among other topics, will be covered to prepare the student for dealing with union and other labour relations problems. Students must have completed Canadian Economic Development. (30 hours)

Salary and Wage Administration

This course informs the student on theory and practice in the area of establishing compensation procedures for various levels of employees. (30 hours)

Techniques of Interviewing

Interviewing techniques and types of interviews will be examined with discussion on the application of these and related principles to various areas of the personnel function. Practical application will be stressed where possible within the framework of the subject area. A detailed brochure outlining the subjects and the schedule of classes is available. (30 hours)

REAL ESTATE CERTIFICATE PROGRAM

The Certificate Course in Real Estate is a three-year program of real estate education offered by the Department of Extension in co-operation with the Alberta Real Estate Association. It is open to any adult who meets the admission requirements and who can benefit from university-level study.

ADVISORY COMMITTEE

Duncan Campbell, (Chairman), Director of Extension, The University of Alberta

D. A. Bancroft, Associate Professor, Department of Extension, The University of Alberta

C. W. Carr, Secretary-Treasurer, Alberta Real Estate Association

T. H. Dale, F.R.I., Member, Alberta Real Estate Association

M. H. Fisher, Deputy Commissioner of Real Estate, Department of Provincial Secretary, Government of Alberta

R. L. Armbrust, F.R.I., Chairman, Education Committee, Alberta Real Estate Association

W. F. Johns, F.R.I., Education Committee, Alberta Real Estate Association

S. M. McFadyen, Assistant Professor, Faculty of Business Administration and Commerce, The University of Alberta

G. Reschenthaler, Associate Professor, Faculty of Business Administration and Commerce, The University of Alberta

R. Smith, Assistant Professor, Faculty of Business Administration and Commerce, The University of Alberta

G. Linder, Administrative Officer, Division of Continuing Education, The University of Calgary

Admission Requirements

Applicants will be expected to have a senior high school diploma, to be over the age of 25, and to have recognized experience in real estate or a related field. These requirements may be waived by the Real Estate Program Advisory Committee if warranted by special circumstances.

The $150 fee for course work includes tuition, lesson materials, textbooks, and examination costs.

Completed applications for admission must be forwarded to the Secretary-Treasurer, Alberta Real Estate Association, 503-7th Street S.W., Calgary 1, Alberta, by August 15, 1970. Applications must be accompanied by a cheque payable to the Alberta Real Estate Association.

The Program

The Certificate Course in Real Estate consists of course work designed to raise standards of realtor service by providing the breadth of basic knowledge required to resolve problems in investment analysis. While of benefit to agents and their sales representatives, the program will also be of value to persons in related fields—mortgage lenders, appraisers, assessors, property managers, building contractors, developers, private investors, and others.

To be eligible for the University Certificate in Real Estate, students are required to obtain a pass standing in each of nine courses, three of which are offered each year as indicated below.

In Edmonton and Calgary, students will meet one evening per week for a total of 32 two-hour lecture and discussion sessions each winter. Persons residing outside of these two urban centres may enroll as correspondence students. Courses in the Certificate Program will commence in mid-September and will end in early May.

Lecture and discussion leaders will be drawn from the real estate industry, from other business and professional groups, and from the academic staff of the Province's universities.

Work will be assigned to the students throughout the three years and final examinations will be written on completion of each of the nine courses. Standing will be based on proficiency in written assignments and performance in examinations.

The program is open-ended with each set of courses repeated by lecture and correspondence every third year. Students may commence in any year and will graduate upon completing all three sets of courses.

The courses listed below are offered both by lecture and by correspondence in the terms indicated.

Financial Accounting and Analysis of Financial Statements

This course discusses basic accounting concepts, special problem areas, and limitations of financial accounting as well as techniques of statement analysis and measurement of cash flows.
Term: 1972-73

Real Estate Finance

This is a study of sources of credit with emphasis on interim, special purpose, and mortgage financing. The course treats economic, legal, and financial implications of credit.
Term: 1972-73

Principles of Real Estate Marketing

This is a detailed course in marketing emphasizing economic and market analysis, sales organization and management, advertising, community relations, and other marketing problems and techniques.
Term: 1972-73

Real Estate Economics

This is an elementary course in economic theory combining the so-called principles of pure economics with elements of urban land economics.
Term: 1971-72

Urban Studies

This course deals with the basic teachings of urban geographers and with the study of sociological problems of land utilization in urban areas.
Term: 1971-72

Land Planning and Development

This course is a study of community planning and subdivision development which emphasizes attitudes and practices of planning consultants, public agencies, and investors.
Term: 1971-72

Real Estate Law

This course is a study of Alberta law intended to help avoid legal difficulties which can arise in connection with real estate transactions.
Term: 1970-71

Essentials of Building Design and Construction

This is a comprehensive non-technical course given primarily for real estate practitioners to familiarize them with the product with which they deal.
Term: 1970-71

Appraisal of Real Property

The theory and fundamentals underlying the valuation of rights in real estate are the subject of this course.
Term: 1970-71

THE SOCIETY OF REGISTERED INDUSTRIAL ACCOUNTANTS CERTIFICATE PROGRAM

Classes leading to the designation, Registered Industrial Accountant, are offered each year in Edmonton on the University campus in conjunction with The Society of Industrial Accountants of Alberta.

These classes extend over five winter periods, each course meeting one evening per week. It is necessary for a student to enroll in two full courses each winter, or a combination of one full and two half courses. Full courses meet 20 evenings while half courses meet for 10 two-hour sessions.

Students are required to complete the courses of study and submit assignments as neccesary before being permitted to write the professional examination. Before enrolling for any of the succeeding courses, each student must have passed the examinations of the previous year.

Examinations are held annually in May and are set by the Examination Board of The Society of Industrial Accountants of Canada. The pass mark in each examination is 60 per cent.

Registration

Students and correspondence students must enroll by August 31, 1970. A penalty of $5 for each subject will be imposed for late filing.

Lecture students enrolling in first year subjects have until September 15, 1970, to enroll without penalty.

Fees

Fees for full courses are $80. Half courses are $60 and examination fees are $15 per examination. The student membership fee to The Society of Industrial Accountants of Alberta is $20.

FIRST YEAR

The first year consists of two full courses, Accounting I and Commercial Law.

Accounting I

Principles of debit and credit and the double entry bookkeeping system are included in this course as are the use of control accounts for subsidiary ledgers up to and including the closing of a set of books; the preparation of trading, profit and loss statements; and balance sheets. Also studied are negotiable instruments, introduction to data processing, adjustments to revenues and costs for accruals, prepaid expenses and allowances for bad debts and depreciation, merchandise operations, introduction to manufacturing accounts and departmental operations, partnerships, and limited companies.

Commercial Law

This is an introduction to law which includes contracts, sale of goods, securing debts, agency, partnerships, company law, financial institutions, negotiable instruments, bankruptcy, torts, insurance, real property, labor relations, welfare legislation, taxation (other than income tax), and consumer protection.

SECOND YEAR

The second year consists of one full course, Accounting II, and two half courses, Managerial Statistics and Report Writing.

Accounting II

This course consists of a review of basic accounting principles and financial statement presentation, foundation of accounting theory, principles and postulates, types of business entities, accounting for limited companies, valuation of assets—initial recording, internal control and disposal, investments, liabilities, financial statement analysis: ratios, source and application of funds, cash flow, ratio analysis, and shareholders' equity problems. A case study is used to integrate the topics.

Managerial Statistics

This half course uses the statistical approach to managerial decision-making: collection of data by sample surveys—sampling, designing a survey; presentation of statistical data—charts and tables; frequency distributions and their analysis—presentation of tables, graphic presentation, analysis; probability and the normal distribution—the normal distribution, sampling distribution; statistical inference; index numbers and the analysis of general business conditions; time series analysis and business forecasting; and correlation analysis and business forecasting the use of statistics for internal administration control.

Report Writing

This half course covers aspects of words, sentence structure, and punctuation. The method of report formation and presentation, as well as various types of reports such as letters, memoranda, short reports, bulletins, management reports, and formal reports are covered. An introduction will be given to analysis of complex business cases and to writing of management reports.

THIRD YEAR

The third year consists of two full courses, Accounting III and Industrial Organization and Management.

Accounting III

About one-third of this course covers taxation. The remainder is advanced treatment of liquidation of corporations and partnerships, reorganizations, statement of affairs, refinancing, mergers, and recapitalization, pooling of interests, finance, branch accounting, consolidations, consignments, agencies, and installment sales. Case analysis is used to integrate course material.

Industrial Organization and Management

The objective of this course is to study the operations of an industrial enterprise with reference to overall management as well as the functional areas. Topics covered include development of an industrial society, the role and functions of management and the decision-making process, production management, personnel, and industrial relations, marketing management, and financial management.

FOURTH YEAR

The fourth year consists of two full courses, Cost Accounting and Systems, and Auditing.

Cost Accounting and Systems

An introduction to cost accounting, this course covers the essential records and methods of arriving at cost including the purposes of cost accounting, elements of cost; process cost systems, job cost systems, controlling accounts and the cost records; accounting for materials; material storage and consumption, perpetual inventories and stores control, valuation of materials; accounting for labour costs; wage systems; accounting for manufacturing expenses, treatment of scrap, spoilage and waste, joint cost analysis, estimated cost systems, and computers. Case studies are used to integrate the course material.

Auditing

In this course the nature and purpose of auditing will be covered. Other topics will be principles, techniques, and procedures of auditing, the audit program, working papers, audit of operations, assets, liabilities, and ownership; the relationship of the external and internal audit, and audit reports. While the principles and techniques of auditing will be covered, the main emphasis will be on the use of internal audit as a tool of management for control purposes. Coverage is given to the procedural and administrative controls in E.D.P. systems and the audit thereof.

FIFTH YEAR

The fifth year consists of one full course, Cost and Management Accounting.

Cost and Management Accounting

Advanced standard costing is studied in this course as are budgets including flexible budgets, financial budgets, capital budgets, and profit planning, cost reports, distribution costing; gross profit analysis; breakeven, cost volume profit analysis, decision-making costs, return on investment, direct costing, and future developments in management accounting. In conjunction with this course, the student is required also to analyze a comprehensive business case.

GENERAL BUSINESS AND PROFESSIONAL COURSES

EVENING COURSES

Systems Analysis

All aspects of systems analysis, synthesis, and documentation will be covered in this course. Emphasis will be on the requirements of an organizational system. In addition, the study of existing systems and the design of new systems will be examined. The design and selection of alternate systems will be discussed with an overview of the implementation and operation of management systems.

This course will be included in the first stage of a Certificate Program in Computer Programming which will begin in the winter term of 1971. Students successfully completing the required assignments and examinations will be granted credit for this subject towards the Certificate.

Term: Fall, 1970

Computer Fundamentals

This course is intended to provide the background in electronic computer concepts necessary to enable students to undertake computer programming courses.

The various components of a computer system will be examined from both a general and a specific viewpoint. Topics to be covered include codes used in the transmission and storage of data, flowcharting techniques, an introduction to programming languages, an examination of operating systems and actual and potential computer applications.

This course will be included in the first stage of Certificate Program in Computer Programming which will begin in the winter term of 1971. Students successfully completing the required assignments and examinations will be granted credit for this subject towards the Certificate.

Term: Fall, 1970

Colloquium VII: Man and His Institutions

This year Colloquium VII will examine the different institutions of man today. Reference material on man's governments, laws, businesses, communities, churches, universities, and leisure activities will be selected by the guest speakers who will lead the group in a free and lively discussion of the book. After dinner at the Faculty Club, the participants will hear a short introduction of the topic by the guest speaker before the group discussion.

Term: Fall, 1970

The IDEALS Concept

IDEALS is an acronym for Ideal Design of Effective and Logical Systems. Among the topics

to be considered are concepts of systems, philosophy of the IDEALS Concept or Work Design, concepts of models, management policies for effecting change, and development of manpower utilization. Those interested in a new approach to the design and improvement of all types of work systems will find this course valuable. They may be from any primary, secondary, or service industry including government service.
Term: Winter, 1971

Supervisory Techniques

This course is designed to give the participant a complete understanding of the supervisor's job and to do a better job of teaching, coaching, and building team-work in the group he leads.

Discussions and case studies on selecting employees, maintaining discipline, controlling quality of work, training employees, and many similar topics involved in carrying out the supervisor's duties and responsibilities will be utilized.
Terms: Fall, 1970, and Winter, 1971

Estate Planning for Businessmen

This is a practical course designed for the business executive who wants an appreciation of the most effective methods of estate planning and their tax consequences. Various tools and techniques of estate planning are discussed such as wills, trusts, gifts, joint ownership, life insurance, and estate freezing plans. The material presented approaches estate planning problems from the view of the non-expert.
Term: Fall, 1970

Industrial Relations

This course will deal with problems of agreement administration in the areas of management's rights, hours of work and shift scheduling, seniority, discipline, and discharge. Particular emphasis will be placed on grievance and arbitration proceedings in the above areas.

A one-day closing conference will be held in the Council Chambers at The University of Alberta. Guest speakers will speak further on agreement administration and will participate in an afternoon panel discussion.
Term: Spring, 1971

Managing Investments

This series of lectures is offered in co-operation with the Investment Dealers' Association of Canada, Edmonton Branch. It is intended to provide the student with information on securities, investment policies, and portfolio development. The small investor should find the course of particular interest.
Term: Winter, 1971

Office Management and Control

A review of the fundamental principles and successful practices applied in the supervision of office functions and personnel, this course will be conducted from a practitioner's point of view. The main points are high-lighted with film and case studies.
Term: Winter, 1971

Sales Management

This course deals with the theory and practical application of problems encountered in the key areas of sales management by those who are, or will be, involved in the management of a sales force or sales operations. The following topics will be dealt with: sales management and organization, selection and assimilation of salesmen; developing a sales training program; evaluation of a salesman's performance; and sales potentials, sales forecasting, and sales quotas.
Term: Fall, 1970

ACCIDENT PREVENTION ADMINISTRATION

This three phase program is designed to provide participants with knowledge of current techniques in occupational safety practises. A certificate is awarded by the Alberta Association of Safety Personnel to those successfully completing the three phases. This course is of particular interest to members of the Safety Personnel Association and any others concerned with occupational health and safety. To qualify, registrants should have a high school diploma and/or experience in the related field.

Phase I: Fundamentals of Accident Prevention

This is an introductory course including history of the safety movement, accident prevention relating to injury costs, job and equipment safety analysis, fire prevention, safety standards and safety in the 1970's.

Phase II: Industrial Hygiene

This course deals with the classification and effects of harmful subjects encountered by workers, protection against these substances including radiation, industrial noise, air and water pollution, and explosion hazards.

Phase III: Human Relations and Communications

This course will include the application of the behavioral sciences in analysing and developing an organization related to safety administration. The development of good safety attitudes, leadership style and labour management in safety administration, communicating the "safety philosophy", the preparation and use of audio and visual methods of communications, and case studies in safety administration will be examined and discussed.
Term: Fall, 1970

Phase I may be offered in the Winter, 1971, if there is sufficient demand.

Practical Application of Motivational Theory

This course will review and interpret current theories and research papers in the behavioral sciences which have application to the public and private sector of the economy. The Gellerman Motivation and Productivity film series, a film series on the motivation hygiene theory of Frederick Herzberg, supplementary readings, and case studies will be utilized.
Term: Fall, 1970

Effective Management for the Executive

This series will be of concern to any member of an organization who makes decisions which affect organizational results. The institutional climate necessary for effective management and the needs and responses of the individual will be reviewed as a basis for discussion of what constitutes effective management by the decision-maker. Lectures and interpretation of current theory will be supplemented by Peter Drucker's "Effective Executive" film series.
Term: Fall, 1970

Small Business Case Study

This series will be of particular interest to the owner or manager of a small business. At each class a case describing a typical small business problem will be discussed to provide participants with an opportunity to examine modern management principles and techniques. Topics to be considered will include forms of business organization, purchasing and inventory control, marketing and sales promotion, record-keeping, taxation, financial management, and sources of help and information.
Term: Fall, 1970

Income Tax Procedures in Business

The object of these lectures is to give the businessman a background knowledge of income tax and to acquaint him with some of the more important tax problems which may confront him in his daily affairs. Capital gains, deductions, appeal procedures from assessments, and corporate tax problems will be included among the topics dealt with from both the legal and accounting point of view. The course will not offer detailed solutions to particular problems or instruction on how to complete income tax forms.
Term: Fall, 1970

Legal Problems in Retail Sales and Financing

The objective of this course is to examine legal difficulties which arise out of sale contracts and financing arrangements in the wholesale and retail fields. The syllabus has been arranged to be sufficiently flexible to permit the study of related topics of special interest to those participating. Topics to be covered will include a general discussion of our legal system, formation of the sale contract, misrepresentation, warranties, conditions, methods of payment, and discounting credits. The course will be of interest to proprietors and management personnel in retail and wholesale firms, banks, finance companies, and other lending institutions.
Term: Spring, 1971

Consumer Practices and Protection

This series will constitute a review of consumer buying behavior; economic, social, and psychic influences on the buyer; market pitfalls (easy credit, deceptive promotion, unsatisfactory products); and consumer protection.
Term: Fall, 1970

Inheritance and Estate Planning for Women

This course will examine fundamental problems found in the settlement of estates with particular reference to tax matters, sale of securities to pay succession duties, and disposition of estate assets with particular reference to the sale of securities and reinvestment to meet income demands.

This course is offered through the Department of Extension in co-operation with the Investment Dealers' Association of Canada, Edmonton Branch.
Term: Fall, 1970

Basic Industrial Development Course for Canadian Practitioners

This program is designed to meet the growing need for continuing education for Canadian industrial officers. The theories and fundamentals of industrial development are discussed in the following aspects: geography, urban planning, financing, industrial assistance programs, regional economic expansion programs, development of industrial sites, transportation economics, advertising, prospecting, human relations, and the concepts of industrial development.

The teaching staff includes both academics and practitioners who provide a balanced approach to the subject. Lectures, workshops, and discussion periods create opportunities for the exchange of ideas among participants of diverse backgrounds and methodology.

The American Industrial Development Council grants accreditation towards the Industrial Development Institute to each participant who completes this course.
Term: Spring, 1971

The 1971 National Conference on Earth Science

This annual residential seminar is offered in conjunction with the Alberta Society of Petroleum

Geologists and is designed to keep practising geologists abreast of advances in their field. The topic for the 1971 conference is to be selected by the Advisory Committee. A team of three experts in this field will lecture and conduct laboratory sessions.

Term: Spring, 1971
Location: Banff

Technical Report Writing

This course is designed to help the student improve his ability to communicate ideas in writing. Each registrant will be expected to write sample reports which will be reviewed by the instructor.

The course will cover elements of report writing technique, technical report writing practice, and a review of the basic knowledge of language and of English prose structure necessary for clear, effective writing.

Term: Fall, 1970

Preparing and Presenting Research and Technical Project Reports

A workshop on planning, collecting, writing, and presenting data from research and technical projects, this course will be of value to businessmen, researchers, technicians, and students involved in the preparation of written progress and final reports.

Students will be required to design a methodology for the collection of data, produce progress reports, and prepare and present a final project report. Audio-visual supplements to the presentation will be discussed in relation to the alternative formats available for a report.

Term: Fall, 1970

The Earth and Its Surroundings

Part I

This will be an introductory course to acquaint the students with man's environment. The sun, solar effects, solar radiation, and solar-terrestrial relations will be investigated. The earth and its magnetic field will be explored. The origin of the field, its characteristics, the magnetosphere and sections of particles, trapping, amorae and geomagnetic variations will be considered. The solid earth, composition, structure, and history will be studied.

Part II

This will be a continuation of Part I, but with emphasis on man's investigation of his environment. Seismology and earthquakes will be studied. Satellite studies, the gravity field and the shape of the earth, gravimeters and magnetometers will be considered. Electric and magnetic methods, electromagnetic induction studies, paleomagnetism, and heat flow will be included.

Term: Winter, 1971

Principles of Positional Astronomy

Fundamental ideas of practical astronomy and the use of angular measurements of celestial bodies for the determination of latitude and longitude, bearings and direction, and time finding and time keeping will be studied.

This course will provide the student with basic understanding of principles of celestial navigation. Opportunities for practical observations on the sun and stars will be provided using equipment supplied by the Department of Extension.

Term: Winter, 1971

Recent Developments in Structural Geology for the Exploration Geologist

In the last few years, developments in structural geology at all scales have required that many previously developed interpretations be re-examined. This course is intended primarily to introduce practicing geologists to some of this recent work and the concepts resulting from it. The only prerequisite for this non-credit course is an elementary knowledge of structural geology.

The course will be given as a series of evening seminars. Participants will be issued in advance brochures covering each seminar, which can then be devoted largely to informed and meaningful discussions and exchanges of ideas, to clarification of any uncertainties, and to the solution of problems.

Term: Winter, 1971

Introduction to Aerodynamics

The basic principles of viscous fluid flow, including vorticity and boundary layer flow, will be studied in this course. Some applications of these principles to practical problems which will be discussed are wing theory and aeroplane performance, meteorological applications, and aerodynamics of road vehicles.

Term Fall, 1970

Rock and Mineral Identification

In this course the origin, occurrence, physical properties, composition, and use of rocks and minerals will be discussed stressing their identification by simple tests on actual specimens. Gems and lapidary material will also be studied. This is an introductory course and students will not be expected to have had previous knowledge of the subject. This class is limited to 24 participants. The Department of Geology, The University of Alberta, as in past years, has generously permitted the use of specimens, equipment, and access to their museums.

Term, Fall, 1970

PROSPECTING

These prospecting courses are arranged by the Department of Extension in co-operation with the Canadian Institute of Mining and Metallurgy (Northern Alberta Branch) and the Alberta and Northwest Chamber of Mines.

These courses are designed to provide practical training for prospectors and information for those who have an indirect interest in finding and developing mineral properties.

Prospecting I

Prospecting I is an introduction to geology, mineralogy, and different types of rocks (i.e., igneous, sedimentary, and metamorphic) as well as to prospecting areas in Western Canada.
Term: Fall, 1970

Prospecting II

This course will cover prospecting procedures including maps and aerial photographs, basic prospecting techniques, scientific aids to prospectors, sampling and assaying, an introduction to mining, placer mining, regulations and staking, mining economics, and marketing and financial arrangements.
Term: Winter, 1971

Prospecting I for Independent Study

A basic introduction to geology, mineralogy, and identification of rocks, this course has been designed for independent home study using correlated instructional texts, color slides, audiotapes, and rock and mineral samples to provide practical training for prospectors and information for persons interested in mineral exploration.

While there will be no classroom meetings, contact may be maintained with the instructor at the students' initiative. The study packet will be available late in the Fall, 1970.

SEMINARS

Rocky Mountain Field Trip

This is a three-day lecture-tour by bus to Jasper, Banff, and back to Edmonton, departing on the evening of Friday, September 4, and returning Monday, September 7, 1970. Participants will have a unique opportunity to view the landscape and structural geology of the Rocky Mountains, varieties of rock types and structures, and possibly mineral showings. The field trip leader is Dr. John Godfrey of the Research Council of Alberta.
Term: Fall, 1970

The IDEALS Concept

This seminar introduces a useful approach for planning and improvement in primary, secondary, and service industries. IDEALS is an acronym for Ideal Design of Effective and Logical Systems. Among the topics to be discussed are concepts of systems, philosophy of the IDEALS Concept or Work Design, concepts of models, management policies for effecting change, and development of manpower utilization.
Term: Spring, 1971

Critical Path Methods

Critical Path and other allied methods such as PERT provide a rigorous and formal approach to a discipline of project management. It is successfully employed in such diverse fields as construction, industrial maintenance, plant modernization, and motion picture production. The aim of this course is to present the fundamentals of the Critical Path Methods of project planning in a concise and logical manner. It is assumed that those who apply will be concerned with some aspect of the estimating, planning, scheduling, inspecting, or controlling of projects. The course is aimed specifically at medium sized owner-operators, estimators, engineers, superintendents, expediters, planners, schedulers, and project managers.
Term: Spring, 1971

Managing Investments

The purpose of this one-day seminar on investment management for the layman is to acquaint interested persons with the basic principles of stock and bond investment. The selection, purchase, and sale of securities will be discussed in a manner that will be easily understood by persons with little knowledge of the subject.

Term: Fall, 1970
Location: Grande Prairie
Term: Spring, 1971
Location: Lethbridge

Practical Photogrammetry in Planning Road and Site Surveys for Resource Development

The object of this course is to study the basic principles of photogrammetry. In four days of lab-lectures, students will learn to identify different types of trees, muskeg, bog, old burns, and open meadow. A one-day field trip will follow, including going to an actual road site the students have laid out on paper. They will also view land forms on the ground that have been seen in the photos.
Term: Spring, 1971

Retail Location Analysis

Using a lecture-workshop format, this two-day seminar will examine the problems associated with locating and operating urban facilities through consideration of theory, techniques, and analysis. Seminar leaders from various subject areas will guide participants in discussions of

location decisions based on economic and spatial growth.
Term: Spring, 1971

Acoustics Seminar

A one-day seminar on acoustics will be held in Edmonton on October 15, 1970. Three acknowledged specialists will conduct this seminar which will be of particular interest to members of the American Society of Heating, Refrigeration, and Air Conditioning Engineers, acoustical suppliers, mechanical, electrical and sheet metal contractors, architects, and structural engineers.

Executive Wives Seminar

This two-day seminar will focus on such topics as the place of work in society; the role of the individual; the function of the "executive"; the needs for achievement, power, and affiliation and the social factors affecting these needs as well as the personal aspects of how much the executive wife can and should know about her husband's role in his profession.

The seminar will be limited to 35 participants and will be of interest to the wives of executives, executive assistants, and secretaries.
Term: Fall, 1970

Basic Corrosion Course

This one-week course will cover the fundamentals of corrosion phenomena and the means whereby it may be controlled. Topics will include corrosion related chemistry, metallurgical factors affecting corrosion, corrosion by soils, water, and steam, principles of cathodic protection, fundamentals of inhibitors, high temperature corrosion, and coatings for corrosion protection.
Date: May 10-14, 1971

CONTINUING EDUCATION FOR ENGINEERS

Contract Law for Engineers

This seminar has been designed especially for professional engineers who are concerned with the negotiating, drawing, and administration of contracts. It should be of interest to engineers performing professional duties as employees of contracting parties or as independent consultants. The problems and cases dealt with will cover tenders, standard forms of contracts, performance bonds, mechanics' liens, penalties and bonuses, time for performance, and alteration of terms of contracts.

Also covered will be relationships which exist between engineers and other professional people who are parties to contracts. This will deal with the responsibilities of such people as consulting engineers and engineers employed by contractors, owners, and suppliers.
Term: Fall, 1970

Engineering Economics

This course deals with capital expenditures, timing of cash flow, derivation and application of interest formulas, annual cost and present worth calculations, rate of return calculations, income tax considerations, depreciation and depletion, analysis of projects financed by public funds, break-even studies, effect of anticipated inflation on investment analysis, and sources and application of funds.
Term: Fall, 1970

Critical Path Methods

This is intended as an introductory course on the role and techniques of critical path methods in project planning and management.

Topics covered will include the development of the project network, basic scheduling, scheduling to satisfy source contraints, time-cost trade-off procedures, updating, and a discussion of the role of the computer. A comparison of the activity-on-arrow (arrow notation) and the activity-on-node (precedence diagram) methods will be made.
Term: Fall, 1970

Oil and Gas Law

This is a basic course designed to introduce the participant to the legal and practical problems of the oil and gas industry. Topics to be discussed are the nature of legal ownership of interests in oil and gas properties, the acquisition and disposition of interests in oil and gas, the rights and duties of parties under oil and gas leases, pooling and unitization of oil and gas interests, and oil and gas contracts.
Term: Fall, 1970

Basics of Oil and Gas Production

This is a series of 12 lectures for engineers, technicians, landmen, and other oil company personnel whose work brings them into contact with the production function, but who have not had any formal training in the subject. Topics covered will include land, exploration, reservoir characteristics, drilling, well completion, and conservation.
Term: Fall, 1970

The New Steel Design Specification

This is a one-day seminar planned to acquaint structural engineers and designers with the C.S.A. Standard 516—1969.
Term: Fall, 1970

Corrosion Prevention and Control

An introduction to corrosion engineering based on the electrochemical mechanisms of corrosion, this course will deal with types of corrosion and their causes; selection of metal and plastic materials; soil corrosion; principles of cathodic and anodic protection; stray-current corrosion; metallic, inorganic, and organic coatings; inhibitors and passivators; treatment of water and steam systems; and economic considerations.

Term: Fall, 1970

Process Analysis and Control

This course is designed to cover the analysis and control of process systems and will include mathematical techniques; transient behavior of typical process systems; methods of determining system parameters from the transient response; models for fluid, thermal, mass transfer, and chemical reactor systems; feedback versus feed-forward control; the transient behavior of control systems; stability; frequency response in its use in design of a control system; typical industrial control schemes, and computer control.

Term: Fall, 1970

Solid State Circuit Design: Part I

This course will include solid state device principles, biasing techniques, and amplifier design. The introduction to switching circuits, the characteristics and the use of linear and digital integrated circuits, and regulated power supplies will be discussed.

Term: Fall, 1970

Solid State Circuit Design: Part II

This course is designed for electronics engineers and technicians. Topics to be discussed are regulations, power amplifier design, pulse oscillators, silicon controlled rectifiers, unijunction transistor circuits, tunnel diodes, high frequency effects, and A/D and D/A conversions.

Term: Spring, 1971

Engineering Management

This course will focus on the organizational-motivational aspects of engineering management. As managerial responsibility is assumed, the specialist realizes that technical competence by itself does not insure successful accomplishment of managerial assignments. The engineer's technical skill has to be exploited in an environment requiring a better understanding of himself, his subordinates, and the organization in which they all share common interest.

Participants can include engineering supervisors at any organizational level. Some supervisory experience might make the material more meaningful for the individual participant but is not required. Registration is limited to 25 participants.

Term: Fall, 1970

CONTINUING LEGAL EDUCATION

This program provides an opportunity for members of The Law Society of Alberta to examine areas of current interest as well as innovations in the practice of law. The Advisory Committee to this program includes representatives of the Department of Extension and the Faculty of Law, The University of Alberta; the Division of Continuing Education, The University of Calgary; The Law Society of Alberta; and the Legal Education Section of the Canadian Bar Association.

The program for 1970-71 will include seminars on Defending Criminal Cases; Planning and Municipal Law; an evening course on Taxation for General Practitioners; and the 1971 Fourth Annual Law Refresher Course—a three-day residential seminar, May 3 to 5, 1971, Banff, Alberta.

In addition, videotape seminars will be planned for smaller centres in Alberta and Yellowknife, Northwest Territories. The dates and locations of these seminars depend on the wishes of the local Bar associations. Details of these programs are sent to the members of The Alberta Law Society as soon as arrangements are made.

Community Resources Development

AGRICULTURE

The trend towards specialization and large capital investment in farm units necessitates superior management skills, which in turn require the latest and most authentic information available. The programming emphasis of the Department of Extension in agriculture is in providing continuing educational opportunities required by the professional and para-professional personnel of the many agri-businesses serving agriculture as well as for individuals in commercial farming.

Agricultural Bulletins

The research work and studies undertaken by the Faculty of Agriculture are made available to the public in the form of agricultural bulletins. These deal with many technical phases of livestock production, soils, horticulture, dairying, field crops, and the many managerial functions required of today's farmer. Other publications deal with the social implications of a rapidly changing agriculture. Soil surveys of Alberta's agricultural areas are in continuous process and soil maps, together with information on the qualities, potentialities, and utilization of soils, are available on request.

These bulletins and pamphlets are distributed through the offices of the Alberta Department of Agriculture and other interested organizations. Individual copies of any publication are available through the Department of Extension which will be pleased to supply a complete list of publications available. A list of agricultural films available through the Educational Media Division, Department of Extension, is also supplied upon request.

Pesticides Home Study Course

This course has been designed in co-operation with the Alberta and Canada Departments of Agriculture, the Alberta Department of Health, and the Faculty of Agriculture, The University of Alberta, for the commercial spray operator, agricultural fieldman, extension and regulatory personnel, and interested farm operators. It consists of eight lessons which can be sent to the Department of Extension for correction as they are completed.

The course deals with various aspects of herbicides, insecticides, and fungicides such as history, principles involved, effects on man and animals, legal aspects, and application principles and methods. This is considered a prerequisite course for anyone applying for a commercial applicator's license. This home study course, or its equivalent, is also a prerequisite for admission to the Pesticides Applicators' Course held at the Alberta Agricultural and Vocational College, Olds, Alberta. The home study course can be commenced at any time but should be completed within the year.

Agri-Business Management

This is an introductory evening course in agri-business management to introduce the new manager to management study and to assist the experienced manager by providing helpful review. It is intended to disseminate a better understanding of management and its fundamental importance in all activities, to clarify management concepts and terminology, and to stimulate managerial thinking and its effective practice. The major parts of the course are management orientation, planning, organization, actuating, and controlling as applied to agricultural supply, service, and distribution businesses.

Term: Fall, 1970

Economics of Food Retailing

This evening course is designed for interested consumers, home-management advisors, and management personnel in all phases of food retailing. The organization, types of competition, and performance which characterize the food retailing system will be studied as they affect the retailers as well as consumers. Emphasis will be placed on consumer motivation, retail pricing strategies, and operational techniques and problems.

Term: Fall, 1970

A Study of Alberta Soils

This course is designed for assessors, real estate personnel, science teachers, and others interested in acquiring basic knowledge of soil science and the soils in Alberta. The content deals with the composition and factors affecting the formation of soils, the recognition and description of different kinds of soil, as well as the classification of soils. During 10 weekly one and one-half hour sessions discussion will focus on the major types of soil and the landscapes associated with them.

Term: Winter, 1971

Home Gardening Course

This course consists of 10 weekly two-hour lectures for the home gardener. It covers soils, fertilizers, vegetables, flower and shrub varieties, and principles of landscaping and disease prevention. The lectures will be illustrated with slides and other visual materials. The lecturers will be drawn from the Faculty of Agriculture and the Alberta Department of Agriculture.

Term: Winter, 1971

Location: The University of Alberta campus and may be offered in several other rural towns

Horticultural Week

The 6th Annual Alberta Horticultural Week is sponsored in conjunction with the Alberta Horticultural Association, Flowers of Canada, Alberta Nursery Trades Association, and the Alberta Department of Agriculture. This week consists of four courses, some running simultaneously, for floral designers, greenhouse operators, nurserymen, and homemakers interested in flower arranging.

A special course is also available for those who wish to qualify for the Canadian Diploma in Horticulture.

Date: August 10-14, 1970

Location: Olds Agricultural and Vocational College, Olds

Soil Surveys in Land Use Planning

This course is designed to illustrate how the interpretation of soil surveys (maps and detailed descriptions of the soils and related features) is an important phase in resource planning and development. The application of this information varies from land classification for broad land use planning to detailed interpretations for site development. Principles and examples from Alberta will be applied to land use planning problems in agriculture, forestry, engineering, wild life management, recreation, urban zoning, and land appraisal for taxation.

Term: Winter, 1971

Aerial Photos for Land Classification

This course deals with the use of aerial photos for determining and compiling data regarding land classification. A combination of classroom and laboratory work will enable the student to interpret cultural features, land form and vegetation types for land classification with respect to wild life, forestry, and agriculture. This is an evening class consisting of 10 weekly, two-hour sessions.

Term: Fall, 1970

Feed Industry Conference

The 10th Annual Feed Industry Conference is sponsored jointly by the Alberta Division of the Canadian Feed Manufacturers' Association, Alberta Department of Agriculture, the Alberta Veterinary Medical Association, and the Department of Extension. The purpose of the program is to encourage the development of co-operation and understanding among animal nutritionists, veterinarians, and personnel of the feed industry and its technical suppliers.

Date: October 28-29, 1970

Sheep Symposium

The 3rd Annual Sheep Symposium is organized in co-operation with the Alberta and Canada Departments of Agriculture and the Canadian Co-operative Wool Growers Ltd. The purpose of the program is to provide progressive sheep producers and other individuals associated with the sheep industry with the latest information on developments in the industry.

Date: December 3-5, 1970

Location: Banff Centre for Continuing Education, Banff

Pork Conference

The Pork Conference is arranged in co-operation with the major swine and pork organizations. The objectives of the conference are to identify issues and problems in the hog raising industry, to relate the latest developments in solving these problems, and to point out areas of further work to rectify the problems.

Term: Winter, 1971

Location: Banff Centre for Continuing Education, Banff

Cattlemen's Short Course

The 7th Annual Cattlemen's Short Course is organized in co-operation with the Western Stock Growers' Association to provide authentic up-to-date information on new developments in the beef industry for specialized stock producers, livestock extension workers, and other agrologists. A roster of eminent lecturers and discussion leaders from the United States and Canada will cover some of the most pertinent work currently being done in the industry.

Date: November 23-27, 1970

Location: Banff Centre for Continuing Education, Banff

COMMUNITY LEADERSHIP DEVELOPMENT

In the belief that citizens knowledgeable about and involved in the issues and decisions that affect them are the greatest resource any society can have, the Community Leadership Development program has two objectives: to create an awareness in the citizenry of the basic social issues confronting society; and to develop community leadership capabilities such that social policies, social institutions, and social programs are the outgrowth of the maximum feasible participation in the decision-making process.

Challenge For Change— A Seminar on Social Issues

In today's rapidly changing society it is essential that citizens be aware of and involved in the critical issues, the social institutions, and the social programs that have an impact upon them. Only a knowledgeable and concerned citizenry can influence and participate in the decisions made on their behalf.

Challenge for Change is a new program designed to provide a forum where interested citizens might study and discuss some of the social issues confronting Canadians and Albertans today. Appropriate resource staff will be available to stimulate and facilitate discussion sessions.

Challenge for Change will be co-sponsored by the Farmers' Union and Co-operative Development Association and generously supported by the Alberta Wheat Pool, United Grain Growers, United Farmers of Alberta Co-operative, and Federated Co-operative Ltd.
Date: June 21-26, 1970
Location: Gold Eye Lake Camp, Nordegg

Agricultural Policy Conference

This annual week-long residential conference replaces the Rural Leadership Conference. It has been designed to allow western farmers to examine current policy issues through discussion with leaders of the Canadian agricultural industry with the assistance of university resource staff.

Participants in each year's policy conference are encouraged to meet regularly throughout the year to discuss specific policy issues in greater depth and to continue the dialogue started at the conference with the industry's leaders in centres such as Winnipeg and Ottawa. They are also asked to take an active part in planning each residential conference session.

This year's conference will be held either in the late fall or early winter at a place which has yet to be determined.

Experiential Training Designs

This is a residential program that has as its objective the provision of ideas, theories, and experience that will increase the participants' understanding and knowledge of experiential learning designs. The program will be designed to involve the participants in "learning by doing" design ideas.

The conference should be of interest to those persons designing adult education programs, to those persons responsible for training programs in government and industry, and to those persons who are trying to design experiential programs for use in university and school classrooms.

Western Canada Community Leadership Workshop-Lab

A different approach to community leadership training, this workshop-lab emphasizes "experiential learning" where the participants gain their knowledge and skill from direct observation and participation in classroom events that are similar to the situations they experience in their "back home" community. In the "community" of the workshop, the stresses and strains of working on community problems can be observed and analyzed and the lessons related to home problems.

This workshop is designed for volunteer and professional community leaders, government administrators, and elected officials—leaders who are concerned with problems of urban renewal, economic development, and community development.

This will be the third annual presentation of the residential workshop-lab co-sponsored by The University of Alberta, The University of Calgary, the University of Saskatchewan (Saskatoon), the University of Manitoba, and Brandon University.
Date: September 27 - October 10, 1970
Location: Ft. Qu'appelle, Saskatchewan

Conflict and Social Change

Social change can bring with it controversy and conflict. Conversely, conflict and controversy can bring about social change. This workshop will look at the dynamics of conflict in interpersonal and intergroup relationships. It will deal with strategies of using and dealing with conflict in effective planned social change. Participants should gain more awareness of themselves and others in conflict situations.

Resource staff, date, location, and fee to be announced.

Community Leadership Techniques Course

The 21st Annual Short Course in Leadership Techniques is designed to prepare potential leaders of farm and rural organizations for the demanding task of community leadership and to assist those already involved in a leadership role to sharpen their leadership skills.

The course will be a mixture of lectures, films, skill-practicing sessions, and group discussions in the broad subject areas of program planning, public speaking, effective meetings, and group discussion leadership.

Candidates with a rural background who are actively involved as leaders in community and farm organizations are eligible. Applications for this course should be made to one of the following sponsoring organizations: Alberta Wheat Pool, Farmers' Union of Alberta, Junior Farmers' Union of Alberta, Farm Women's Union of Alberta, Alberta Department of Agriculture, Alberta Women's Institute, Canada Department of Indian Affairs and Northern Development, and the

Community Development Branch of the Alberta Human Resources Development Authority.
Date: January 17-29, 1971
Location: Banff Centre for Continuing Education, Banff

Small Group Leadership

The 4th Annual Small Group Leadership Workshop is designed to provide participants with the theory and skill which will enable them to increase the effectiveness of the groups with which they work. It is intended for those leaders, both rural and urban, in voluntary and other organizations, who in the performance of their duties must work a great deal of the time in a small group setting.

Participants will be involved in discussion sessions on group and organizational problems they experience together during the course. Through an analysis of their discussions and through the use of videotape participants will gain increased understanding of the interpersonal forces at work in groups. They will become aware of their own individual effectiveness as a member and leader of a small group involved in the task of making decisions.

The course is presented with the co-operation of The University of Calgary, Division of Continuing Education.
Date: March 15-20, 1971
Location: Banff Centre for Continuing Education, Banff

DEVELOPMENT AND URBAN STUDIES

In response to the increasing public and governmental concern for the planning and management of social and economic change, the Division proposes to offer a series of programs of topical interest to people involved in the development process.

The primary aim of these programs will be to relate developmental theory and practice to the existing situation in Alberta. Extensive use will be made of both University faculty and development practitioners from government and private agencies.

Socio-Economic Principles and Practice of Area Development

The purpose of this two-week residential course is to train both professionals and para-professionals in the process and techniques of an interdisciplinary approach to area, social, and economic development. The course will focus on enhancing the appreciation of the participants for an interdisciplinary approach to problem solving and on developing their knowledge and skills for facilitating development through a process of social action. The course is aimed at all personnel of government and private agencies involved in the planning, research, education, or administration of human and physical resource development programs.
Dates: October, 1970, and May, 1971
Location: Edson

The Urban Place, An Introduction to the Study of Cities

This evening course is designed as an introduction to urban studies and will consist of a combination of lectures, discussion groups, and group presentations by participants. Topics such as urbanization, urban problems, functions of cities, structure of cities, urban transportation, growth of cities, and urban environmental problems will be covered.
Term: Winter, 1971

Urban Planning

This evening course is designed to provide an introduction to planning theory and methods.
Term: Fall, 1970

Introductory Development Economics

This course is an introduction to theories of development economics with particular emphasis on the application of the various theories to Canadian development programs and projects. The first phase of the course will be devoted to intensive study of the necessary theoretical background material. The second phase will be devoted to a detailed examination of development policy and programs in Alberta. The third and final phase of the program will be a two or three day residential session at which participants and practitioners will examine some critical development issues.

The Evaluation of Social and Economic Development Programs and Projects

One of the most critical factors in the planned development process is the evaluation of programs and projects. Effective evaluation is possible only if it is built into the project plan.

The course will deal with pre-project feasibility study design, project planning and design, administrative and management structures which facilitate or inhibit evaluation, quantitative and statistical methods of evaluation, built-in control and evaluation mechanisms, the measurement of returns on social overhead investment, the politics of evaluation, the involvement of those affected by development programs, and projects in the evaluation process.

Extensive use will be made of operation personnel. The case study method will be used and students will be expected to actively participate in the evaluation of particular programs and projects in Alberta.

Practicum in Community Re-Organization and Citizen-Based Community Action Planning

This practicum will involve citizens, professional planners, and University staff and students in an experimental action-learning program focussing on physical housing, transportation, recreation, and work resources of a selected Edmonton neighbourhood community.

Term: Fall, 1970

A Critical Seminar on Current Practices in Courts, Corrections and Rehabilitation

Current challenges to law and order arise out of deprivations that are deeply felt by the poor, the urban alienated, and the young. What is the role of law in social change? Whom do the courts and police serve? Is justice a privilege or a basic Canadian right regardless of private fees and public costs?

This special seminar is open to members of the entire judicial, legal, penal, and police systems for a joint re-examination of their special group functions in a free society. Also available to the group will be draft materials on pending new legislation from the Minister of Justice on expropriation rights, bail reform, criminal law and protection of citizen rights against large scale government.

Term: Winter, 1971

Assessing Social Development Programs— Processes of Feasibility; Implementation; Evaluation

The 70's will see a rapid movement of funding agencies away from the support of general agencies to support a specific project or service for a contracted time period.

Two areas of insight and experience need to be developed: those designing proposals for research and development funding are seeking assistance in the design process; those administering funds are searching for criterion for social priorities and for project evaluation.

The Development Studies group will convene a colloquium in the fall of 1970 which will deal with cost-benefit analysis in qualitative social factors.

Term: Fall, 1970

Programming Resources to Needs— A Study of Structural Problems in the Welfare Delivery System

A special colloquium will be established in the late fall of 1970 to examine the results of the Mayor's Research Committee on Human Resources Development (Edmonton), the Edmonton School Board report on Inner City Schools, and the School Board report on Community Use of Schools. The colloquium will also explore the ramifications of these documents and other pertinent social planning currently affecting the delivery arrangements of welfare and education programs; and questions of appropriateness of service to actual need.

Term: Fall, 1970

Contemporary Colloquium Approaches to Urban Problems

1. *Planning for Rapid Transit*—A transit decision is not a clear-cut engineering and traffic flow problem. New technologies in transit now on the drawing boards offer the young emerging cities of the West new possibilities in life styles that are a radical departure from the streetcar, bus, rail, and automobile cities of the past 60 years. This special colloquium will examine, among others, the ideas of Buckminster Fuller, Robert Theobald and Marshall McLuhan, three leading proponents of the future city that begins here and now. Cities can now be built on the new contemporary assumptions about work; leisure; economic growth; ecology; recycling of wastes and resources; and the cultural, informational, and market place functions of the city core.

Resources for the colloquium will include some contemporary analyses of the city drawn from current periodicals and unpublished special research papers. Colloquium members will be invited to introduce new materials.

Term: Fall, 1970

Educational Media

EDUCATIONAL MEDIA METHODS

The Educational Media Division will continue to offer a variety of short courses and workshops. The programs will concentrate on either the preparation or utilization of non-print media for educational purposes. The following courses are proposed for either the fall or winter Extension program. Information on these courses—dates, times, and fees—can be obtained by contacting the Division.

Survey of Educational Media: A Utilization Workshop

This three-day workshop will provide participants with an examination of the communications process, the characteristics of audio-visual media, and effective utilization techniques in instructional programs, particularly informal programs of voluntary organizations and service groups. The workshop will involve the participants in the selection and use of materials, in practice with equipment, and in simpler techniques for preparing visual materials.

The Use of Tape Recordings in Education

A two-day workshop, this course is designed to provide both background information on the principles of magnetic recording and techniques for preparing tapes. Participants will have an opportunity to use reel-to-reel and cassette recorders in making recordings with microphones and other audio sources. Several methods of editing tapes with slide-sets and of synchronizing will be demonstrated.

Simple Video Systems Workshop

In this two-day workshop the concentration will be on the use of simple television systems: portable vidicon cameras, one-inch and half-inch video tape recorders, and related equipment and accessories. The workshop is designed to provide participants with an opportunity to set up the components of a system, operate the equipment, and record a short program for playback evaluation. Several kinds of equipment will be used to determine the capabilities of a simple system for use in educational and training programs.

Basic Techniques for Preparing Instructional Materials

This ten-session course provides participants with an opportunity to learn the fundamentals of producing instructional materials to fit local needs. Work will include mounting, layout, laminating, coloring, and lettering. Basic photographic techniques and several methods of making overhead transparencies will be included.

Slide-Set/Filmstrip Production

This six-session course stresses production preplanning, photographing the slides, adding taped soundtracks, and using tape-projector synchronization. Participants will be grouped, according to interests, to function as a production team. Preparing a filmstrip will be demonstrated using the Olympus Pen FT system.

Simulation Design and Utilization Workshop

A two-day laboratory, this course will acquaint partcipants with the use of simulation as an educational method. Several commercial stimulation programs will be used by workshop participants to provide experience and time will be provided for the group to develop a simple simulation program.

Liberal Studies

Liberal education is concerned with the bringing together of value and fact in a world in which at this time fact, that is the acquisition of knowledge and working competence, is emphasized without reference to a system of values. Traditionally the emphasis of such liberal education has been on the study of the culture, history, and philosophy of man—the seeking of knowledge and values as they have been expressed in literature and the arts. An example of this approach is a program on Hinduism and Buddhism which will provide a historical perspective and an understanding of these religions in the context of their own culture. Programs of this sort will be found under the head of Humanities.

There is another aspect of learning and of the liberalizing role of education, the importance of which is lately being recognized more widely. This is the learning of an awareness of personal feelings and attitudes, the encouragement of emotional expression as well as of behavior that is centered on tasks, and the acquiring of social skills such as communication. The aim here is the fullest development of the human personality from the individual as well as the social point of view. Those of our programs which have this as their main objective are listed under the head of Applied Behavioral Sciences.

The third group of programs deals with the learning of languages, which can provide a means both of acquiring further knowledge and of personal growth. These programs appear under the head of Languages.

In addition to these listed programs, consisting mainly of courses and seminars to which a time and a place can be designated, an increasing part of the work of the Department in liberal education is taking part through consultations and less formal meetings with various community groups which are seeking direction as to the ends which they should be serving, and the best means toward those ends. Our experience is that the demand for this kind of learning is increasing.

HUMANITIES

*It's Never Too Late**

This is an orientation course to help adults intending to take up or resume courses of study for whatever reason. Subjects include how adults learn, effective study methods, effective listening, and use of printed and audio-visual sources of information.

Term: Fall, 1970

*Law for Everyman**

This course in basic law will cover such topics as buying a house, money management and credit buying, wills, taxation laws, the unhappy marriage and the remedies, the dower law, and a bit about insurance.

Date: Ten Wednesdays commencing October 7, 1970

*Communication and Creativity Through Movement**

In this course students will explore movement as a means of communication and expression. They will study and experience movement in terms of space and time. Both the theory and the practice will aim at conceptual understanding and self-awareness. The course will be of interest to men as well as to women.

Date: Ten Mondays commencing October 5, 1970

*So You Want To Write**

An introduction to practical aspects of publication and publishers' requirements, this course will also cover writing style and techniques. A wide spectrum of the writing field—short story, articles, TV drama and documentary, novels, poetry—will be discussed. Instruction will be illustrated and demonstrated.

Term: Fall, 1970

*Creative Writing—Advanced**

This course is for those who have completed the introductory course or who have previous writing experience and wish to improve literacy and technical capacity.

Term: Fall, 1970

*Consumer Problems**

In this course, members of the staff of the School of Household Economics will discuss the consumer in the market place, house buying, food and clothing, budgeting, legal rights of the consumer, and money management.

Term: Winter, 1971

*A Second Look**

This is a program designed for women contemplating a return to school, a new job, or a move into volunteer activities. The emphasis will be on providing a group setting in which women who are contemplating a change in their home and community role will have an opportunity to examine their own goals, skills, and abilities as well as the possibilities for their use and development in the community.

These courses will possibly be held for women's groups, men's groups, and possibly mixed groups.
Terms: Fall, 1970, and Winter, 1971

*Creative Stitchery and Textile Design**

Students will explore stitchery and other fabric design techniques used around the world. Fabrics and slides of fabrics will be studied. These techniques will then be used by the students in designing fabrics for specific interior purposes.
Date: Six Tuesdays commencing November 3, 1970

*Interior Design**

Topics to be included in this course on home planning and furnishing include architectural styles, judging houses and house plans, planning work and storage areas, traditional and modern furniture styles, individuality in furnishings, choosing color schemes, floor coverings, drapery fabrics, pictures and wall decoration, table settings, and flower arrangements.
Date: Twenty Wednesdays commencing October 7, 1970

Focus '70-'71

This special program consists of two meetings open to all students participating in classes marked * at no extra charge. A limited number of guest tickets will be available at $4 per person including luncheon.

These meetings will be held from 10 a.m. to 4 p.m. and will enable participants to investigate a topic of current interest in some depth. The keynote speakers will be drawn from the ranks of concerned scholars.
Dates: Friday, November 20, 1970
Friday, March 26, 1971

Preschool Programs

In the past two years, the Department of Extension has built up a program of training for persons working in the preschool field, in day care centers, or other group settings. The program has consisted of four courses covering an introduction to the general subject area, Creative Activities for Children, Preschool Behaviour, and Creative Programs. The program is conducted in consultation with an advisory committee of experts in the field.

Beginning in the fall of 1970, this program will become a certificate program.

Courses toward the award of this certificate will be offered at two levels. The program of courses at the first level will be as follows:

I Introduction (20 hours)
II Early Childhood Growth and Development (20 hours)
III Programs in Early Childhood: Content and Practices (20 hours)
IV Adult-Child Relationships in the Preschool Setting (20 hours)
V Practicum (approximately 20 hours).

It is proposed to offer courses I and II in the fall of 1970, and courses III and V in the spring of 1971. Courses at the second level will be announced later.

Speed Reading

This course is designed to increase overall reading efficiency. Emphasis will be placed on improving rapid reading skills, and on improving ability to remember what has been read. The course will be open to those who normally read materials of a 7th grade level or higher. The course is appropriate for high school students, college students, and adults.
Term: Fall, 1970

Tourist Archaeology

A guide for those interested in the roots of European civilization, this series will utilize slides and films (where available) to illustrate some aspects of early man in society and major monuments and sites of varying dates from different parts of Europe.

Lectures will cover background to the whole period — cave painters, horse hunters, midden dwellers; Knossors and Mycenae; the Greeks and Phoenicians; the Etruscans and the rise of Rome; the Roman Empire and Roman Britain; the first farmers—Jericho and the Near East; migration to Europe; the Megalith builders; the Bronze Age, prospecting, trade, Stonehenge; the Iron Age; the Scythians, nomadic herdsman, mounted warriors, animal art in Europe, and early Christian Britain.
Date: Ten Tuesday evenings commencing October 6, 1970

Hinduism and Buddhism

A historical perspective will be presented of the basic ideals of Hinduism and Buddhism giving the student a synthesis of these religions.
Term: Fall, 1970

European Civilization and The New Writers of Africa

This study is designed to examine the impact of Europe on Africa as reflected in fiction. Attitudes of the Europeans about African society and about the European role among Africans and African assessments of their own environment and themselves will be dealt with. For the past two decades a rapid change in Africa has seen the emergence of a large number of writers seeking to capture and reproduce the African experience in their search for independence, identity, and emancipation. The writings of European and African authors will be examined.

Date: Ten Thursday evenings commencing October 8, 1970

The Way to Good Speech

Through practical means, this course will show the way to improve the speech pattern. It will include correction of vocal and speech faults, practical advice and instruction in improving everyday communication as well as training in public speaking and microphone technique for radio and television. The aims of the course are to develop good speech habits and to make utterance not only easy to hear, but also worth hearing. This course will be repeated after Christmas.

Date: Ten Tuesdays commencing October 6, 1970

What to Listen for in Music

Appreciative listening implies both enjoyment and understanding. Without enjoyment, understanding is mere pedantry; without understanding, enjoyment must remain a vague "thrill". Recorded masterworks will be examined to discover how composers express themselves in music. When technical matters must be introduced, they will be thoroughly explained and demonstrated. This course will be offered both before and after Christmas.

Date: Ten Mondays commencing September 28, 1970

Theory and Practice of Physical Fitness in Men

This course is designed for the average business or professional man who is interested not only in taking part in supervised physical exercise, but also in understanding the requirements for his own physical well being. The aim of the course will be to introduce men to various ways of keeping fit. The minimum age level is 30. All participants must provide their own dress, consisting of T-shirts, shorts, and running shoes.

Term: Fall, 1970

Alcohol and Alcoholism

This course should be of interest and value to members of the helping professions and others whose work brings them into contact with these problems, e.g., clergymen, teachers, nurses, social workers, law enforcement and corrections personnel, and business and industry leaders.

Topics will include alcohol and its physiological and psychological effects; phases in the development of alcoholism and early identification; treatment methods, crisis intervention, individual and group therapy; medical complications; available resources and referral techniques; and others, including a session with several AA members, and an afternoon tour of treatment and rehabilitation facilities. Alcoholism programs in business and industry will also be featured.

Date: Ten Wednesdays commencing October 7, 1970

City Film Series

In co-operation with the Edmonton Public Library, the Department of Extension arranges series of showings of documentary films on issues of public concern. These are held in the auditorium of the Public Library and are followed by commentaries by local experts in the particular field and by general discussion.

The film series held in the Spring of 1970 was on "Man and the City"—various aspects of urban development. It was held during the lunch hour once a week, on Fridays, drawing audiences of about 200 each week.

In the Fall of 1970 two such series are planned. A lunch hour series will relate to the subject "Man and Leisure". An evening series will relate to the subject, "Man and his Environment", various aspects of human ecology and pollution.

University at Hinton

This program will take the form of a series of lecture/discussions and films on five subjects chosen by the Hinton Adult Education Committee at a meeting held with members of the Department of Extension. The subjects are anthropology, art, human ecology, political science (emphasis on Canadian affairs), and neuropsychology.

For each subject there will be three sessions. The first, on a Friday evening, being a lecture/discussion; the second, held during the following week, being the showing of a film related to the subject concerned; the third, held on the Friday evening of the following week, being another lecture/discussion.

The program will extend from October, 1970, to March, 1971.

APPLIED BEHAVIORAL SCIENCES

What the Psychologist Has To Say About Moral Development

This course will focus on the current psychological thoughts on problems related to what is commonly considered moral behavior and judgment and their development through lecture and discussion. Both theory and research will be discussed, but the major emphasis will be on the

evidential bases for current psychological thoughts on the issues involved. Although the practical implications of this work will not be ignored, it should be clearly understood that the course will not offer complete and convenient rules for solving current moral problems.
Date: October 7 - December 9, 1970

Psychology of Human Behavior

This is an introductory course in applied psychology in daily living, personality, individual differences, mode or style of behavior, prejudice and social conflict, and application to family, self, and others.
Date: Tuesdays, October 6 - December 8, 1970

Toward Self-Actualization

The chief concerns of the course are characteristics of a healthy personality; the extent to which normal people differ from healthy; the extent to which we learn techniques which both restrict and enhance growth; and the extent to which the individual can work toward his own actualization and personality development.
Date: Mondays, October 5 - November 9, 1970

Interviewing

This course is intended for those who are interested in learning to improve their understanding and skills in face-to-face communication situations. It will be of particular interest and value to managers and supervisors in business and industry, hospitals, and government organizations.

The word "interviewing" is used in a broad sense and the course will cover several types of interview situations—employment, job orientation, promotion, appraisal, opinion survey, the corrective interview, and counselling. Course methods will include analysis of interview situtions, observations, practice utilizing videotapes, and discussion of practical experience.
Date: Tuesdays, October 6 - December 8, 1970

Your Emotions and You

A study of the origin and nature of emotions, this course will deal with expression and control of emotions; the place of love, hate, sex, anxiety, and aggression in our lives; and the special emotional problems of childhood, adolescence, marriage, and old age.
Term: Fall, 1970

Seminar on Modern Marriage

Designed for laymen, this one-day seminar is concerned with models of modern marriage, stresses and tensions in marriage, and relationships of each partner with persons outside the marriage.
Date: November 7, 1970

The Psychology of Person Perception: Theory and Practice

Emphasis will be on the development of skills to enable class participants to more accurately perceive others. It will be of particular relevance to persons engaged in clinical and selection interviewing.

The instructors have been engaged in research in this area and the course content will be related to their findings.
Date: Ten Monday evenings commencing October 5, 1970

Human Factors in Management and Supervision

This course is intended to provide a basis for understanding the psychology of human behavior in typical work situations, and for examination of the way in which the supervisor and his staff relate to each other.

The content of the course will be both theoretical and practical. The theoretical part will explain what happens between the supervisor and his staff and why it happens; the practical part will provide training methods and techniques—the how of sound management.
Term: Fall, 1970

Supervision and Leadership in the Hospital

The purposes of the course are to assist the hospital supervisor in adding to his knowledge of the principles of good supervision and to provide guidance in applying supervisory skills in the practical work situation.

This course has been prepared in consultation with the Associated Hospitals of Alberta.
Date: Tuesdays, October 6 - March 2, 1970

Laboratory for Senior Executive and Administrative Personnel

This laboratory, co-sponsored by the Department of Extension, The University of Alberta, and N.T.L.-I.A.B.S., is open to leaders from business, education, government, health, and industry who hold major supervisory positions and have responsibility for organizational leadership. Organization leaders, regardless of their particular field, share in common the task of relating people to organizational objectives.

This laboratory is designed to enable participants to gain heightened self-awareness, so as to understand their effect on others, and increased skills in interpersonal, group, and organizational relations.

For a team—a group from a single organization or school system—the laboratory can provide expanded sensitivity and skill in such organizational tasks as examining with openness, setting realistic goals, and planning systematic strategies for change.

Date: November 1-7, 1970

Group Dynamics—Lab Method

This course is designed as an intensive group experience in which participants gain skills, insights, and sensitivities to individual, group, intergroup, and organization behavior.

In the laboratory situation individuals can share and analyze their common experiences around such organizational dimensions as leadership, dealing with authority, decision-making, communication, and group development. In addition, interpersonal relations can be explored through such questions as: How much influence did my behavior have on others? How accurately was I able to sense what others were thinking and feeling?

Date: Saturdays, October 3-24, 1970

LANGUAGES

Oral French I

Oral French I is an intensive beginner's course for adults who can devote a relatively large amount of time and energy to learning a second language. No previous knowledge of French is necessary or desirable.

Date: Sixty Tuesdays and Thursdays commencing September 22, 1970

Oral French II

This course is an intensive intermediate course for those who have completed the beginner's course in this series or Conversational French I, or who have an equivalent knowledge in French.

Date: Sixty Tuesdays and Thursdays commencing September 22, 1970

Oral French III

This course is an intensive continuation course for those who have completed the beginner's and intermediate course in this series or Conversational French II, or have an equivalent background.

Date: Sixty Tuesdays and Thursdays commencing September 22, 1970

Conversational French IA

This course is for those who have a working knowledge of French grammar roughly equivalent to senior high school level, but little or no oral fluency and/or have not studied French for a long time. The objective will be to develop an easy, fluent conversational style through classroom practice, using films, records, and printed lessons. The course will cover "Les Français Chez Vous", lessons 1-20.

Date: Twenty Wednesdays commencing September 23, 1970

Conversational French IB

This is a new course for those who took Conversational French IA last year or those who feel they may be at a level somewhere between IA and II. This course will cover "Les Français Chez Vous", lessons 21-39.

Date: Twenty Wednesdays commencing September 23, 1970

Conversational French II (Formerly IB)

This is a continuation course at a slightly higher level than that covered in the second part of "Les Français Chez Vous". It assumes a working knowledge of French grammar roughly equivalent to senior high school level and the aim is to develop an easy, fluent conversational style through classroom practice. This course will cover the text of "En France Avec Nicolas".

Date: Twenty Tuesdays commencing September 22, 1970.

Conversational French III (Formerly II)

This is an intermediate course for those who have completed the Conversational French I and II courses, or who have an equivalent background in French. The material to be covered in this course is in the text "En France Avec Jean et Hélène".

Date: Twenty Tuesdays commencing September 22, 1970

Conversational French IV (Formerly III)

This is an advanced course for those who wish to improve their fluency in spoken French, involving essentially conversation and discussion. The course will deal with a broad range of interesting and controversial topics.

Date: Twenty Wednesdays commencing September 23, 1970

NOTE: If the demand warrants, the Department will consider opening new sections for these classes.

Elementary German

An introductory course in German using an oral approach to the learning and practising of patterns used in everyday life, this course will include basic grammar and simple reading. The language laboratory will be used for additional practice.

Section I

Twenty Monday evenings commencing October 5, 1970

Section II

Twenty Thursday evenings commencing October 8, 1970

Intermediate German

This course is a review and continuation course for students who have attended a basic elementary

German course or have an equivalent knowledge of the German language.

Date: Twenty Tuesday evenings commencing October 6, 1970

Advanced German

A selection of German authors and films will be used as the basis for review and extension of grammatical usage with practice in translation, composition, and conversation. Opportunity will be given for taking placement tests for university credit courses.

Date: Twenty Tuesday evenings commencing October 6, 1970

Elementary Russian

This is an introductory course designed to acquaint the student with the essentials of Russian grammar and everyday Russian conversation. Instruction will be based on the oral approach to language learning. The language laboratory will be used for additional practice.

Date: Twenty Wednesday evenings commencing October 7, 1970

Conversational Spanish I

This is an introductory course designed to acquaint the student with everyday Spanish conversation. Classwork will include oral practice based on reading, basic instruction in grammar and pronunciation, the use of the language laboratory, and study of everyday Spanish expressions.

Term: Fall, 1970

Conversational Spanish II

This course is a review and continuation course for students who have attended the Conversational Spanish I course or have an equivalent knowledge of the language.

Term: Fall, 1970

Oral Ukrainian

This is an introductory course designed to acquaint the student with everyday Ukrainian conversation. Classwork will include oral practice, basic instruction in grammar, and pronunciation drills. The language laboratory will be used for additional practice.

Date: Twenty Tuesday evenings commencing October 6, 1970

Public Administration

LOCAL GOVERNMENT STUDIES

Two certificate programs are offered under Local Government Studies: the Certificate in Local Government and the Certificate in Municipal Assessment.

The Main Advisory Committee listed below serves as the advisory committee for both certificate programs.

MAIN ADVISORY COMMITTEE

Duncan Campbell, (Chairman), Director of Extension, The University of Alberta

D. A. Bancroft, Associate Professor, Department of Extension, The University of Alberta

Dr. P. J. Atherton, Associate Professor, Division of Educational Administration, Faculty of Education, The University of Alberta

Dr. E. J. Hanson, Professor, Department of Economics, The University of Alberta

B. L. Stringham, Acting Assistant Director of School Administration, Department of Education, Government of Alberta

A. R. Isbister, Alberta Assessors' Association

D. E. Mills, Chief Provincial Assessor, Alberta Assessors' Association

A. W. Morrison, (ex officio), Deputy Minister, Department of Municipal Affairs

J. B. Laidlaw, Assessment Commissioner, Department of Municipal Affairs

Bruce Ramsay, Chief Municipal Inspector, Department of Municipal Affairs

L. G. Young, Head, Economic Services, Alberta School Trustees' Association

A. W. Boychuk, President, School Business Officials of Alberta

G. L. Burnstad, Secretary-Treasurer, Town of Ryley, Urban Secretary-Treasurers' Association

V. O. Foss, (alternate), Secretary-Treasurer, Town of Bow Island, Urban Secretary-Treasurers' Association

John Skuba, Secretary-Treasurer, The County of Smoky Lake, Alberta Association of Municipal Secretary-Treasurers

Ralph Brown, President, Alberta Association of Municipal Districts

E. Newman, Executive Secretary, Alberta Urban Municipalities Association

CERTIFIFICATE IN LOCAL GOVERNMENT

The Certificate Program in Local Government requires the completion of four courses, one course per year.

The program includes Local Government Organization, Local Government Introduction, and Local Government Business Affairs as compulsory courses. To complete qualification for the Certificate, one optional course must be taken. The courses may be taken in any order since not all courses are offered each year. The year each will be offered is noted in the description. The fee for each course is $100.

Local Government Organization

A review of the organization of local governments in Alberta is provided in the first half of this course. The powers and duties and legal status of the councils and boards in local government are treated in the second half.

Term: 1970-71

Local Government Introduction

This course is constructed to permit all new students in both the Local Government and Municipal Assessment series to be combined into one class. It covers a half term of history and background, and a half term on finance.

Term: 1971-72

Local Government Business Affairs

This course is designed to cover essential concepts of commercial law for the managers of municipal or school businesses. It includes sections on law of contract, law of agency, sale of goods, property management, insurance management, public finance, and elementary accounting principles.

Term: 1972-73

OPTIONAL COURSES

Local Government Accounting

Offered in certain years on an open class basis for all students and practitioners of local government accounting, this course deals extensively with fundamental concepts of municipal and school accounting procedures in Canada. It covers fund accounting, general revenue funds, capital and

loan funds, other funds, financial statements, budgeting, cost accounting, interpretation and auditing. Many illustrations are provided and modern techniques are examined.
Term: 1971-72

Municipalities Planning

Giving basic principles and some outline of procedures of the planning functions for Alberta municipalities, this course covers such areas as planning law and authority, planning processes and the general plan, and land use theory and planning administration in Alberta.
Term: 1972-73

NOTE: For the fourth year, one of the listed options may be substituted for by a course from the options list for the Certificate in Municipal Assessment upon permission of the instructor.

CERTIFICATE IN MUNICIPAL ASSESSMENT

The Certificate Program in Municipal Assessment is now a four-year program requiring the completion of four courses. One of the four years may be taken from the Appraisal Institute of Canada. The fourth year permits an option which may be chosen from the list to follow. The courses may be taken in any order since not all are offered each year. The year each course will be offered is noted in the description. Requirements and offerings are set out below. The fee for each course is $100.

Local Government Introduction

This course is constructed to permit all new students in both the Local Government and Municipal Assessment series to be combined into one class. It covers a half-term on history and background and a half-term on finance.
Term: 1971-72

Assessment Elements

The assessment function, principles, and an introduction to land economics comprises the first half of this course. In the second half the course concentrates on soil qualities and land inspections for assessments.
Term: 1970-71

Assessment Appraisal

This is the theory course of the Appraisal Institute of Canada, modified for the particular needs of municipal assessors. Extensive treatment is given to the principles of valuation, the market approach, the cost approach, and the income approach, with reference to the use of these approaches in assessment procedure.
Term: 1972-73

OPTIONAL COURSES

Assessment Uniformity

An advanced study of the property tax base in Alberta municipalities and a method of relating assessments to another standard of valuation, this course considers computation of assessment sales ratios, computations and medians and coefficients of variations, and computation of correlation and regression.
Term: 1970-71

Economics

This is a general introduction to the study of economics. Theory of markets, prices competition, marginal and average costs, and other basic concepts are topics of study.
Term: 1971-72

NOTE: For the fourth year, one of these options may be substituted by a course from the options list for the Certificate in Local Government upon permission of the instructor.

CERTIFICATE IN GENERAL GOVERNMENT

This program is arranged and organized by the Department of Extension in co-operation with the Department of Political Science and the Department of Economics.

It is designed to meet the need for the training of civil servants in administration to enable them to perform their increasingly diverse functions more effectively. It will provide an intensive review of the nature of the Canadian economy and its special problems, the structure of Canadian society (including the forces and trends which are transforming it), together with a study of the techniques of administration and the human relations base on which they rest.

ADVISORY COMMITTEE

Duncan Campbell, (Chairman), Director of Extension, The University of Alberta

D. A. Bancroft, Associate Professor, Department of Extension, The University of Alberta

H. L. Biehn, Assistant Regional Director, Public Service Commission, Government of Canada

Ron Clark, Director of Training and Development Division, Personnel Department, Government of Alberta

Dr. W. D. Gainer, Professor and Head, Department of Economics, The University of Alberta

Don Hiron, Training and Testing Officer, Personnel Department, City of Edmonton

C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta

J. K. Masson, Assistant Professor, Department of Political Science, The University of Alberta

R. G. McFarlane, Regional Director, Department of Public Works, Government of Canada

Dr. V. A. Wood, Deputy Minister, Department of Lands and Forests, Government of Alberta

General Information

The program is open to persons who have assumed, or will shortly be assuming, positions of increased responsibility in their civil service careers and who wish to prepare themselves through prior study.

The program consists of both core and elective subjects. Three of the following core subjects offered are required: Economics, Canadian Government Structures, Government Organization and Administration, and Organization Theory: Human Relations. Elective subjects offered are Sociology, Public Finance, Quantitative Methods, Geography, Accounting and Budgeting, and Administrative Law. The University awards a Certificate in General Government Studies to students who successfully complete six subjects. The six may be four core subjects and two electives, or three each of the core and elective subjects.

Fees and Registration

A student may enroll in not more than two subjects in the same term. By undertaking two subjects in each term, the student may complete the program in three years. Many students elect to take only one subject per year. Instruction is given in two-hour lectures for 25 weeks for a total of 50 classroom hours per course on The University of Alberta campus. The fee for each course is $90.

The University reserves the right to restrict registration in any class or cancel any class for which there is insufficient registration.

Completed applications for admission to the program must be forwarded to the Advisory Committee, Public Administration Division, Department of Extension, The University of Alberta, Edmonton, by September 30, 1970.

CORE SUBJECTS

Economics

This course is a brief description of the Canadian economy. Elementary theory of prices, markets, competition, and other basic concepts, with some attention to the impact of governments, will be discussed.
Term: 1970-71

Canadian Government Structures

A study of institutional and political structures and processes in the Canadian confederation, this course considers the political science of federalism in contemporary Canada.

Government Organization and Administration

This course deals with the public administration of government at federal, provincial, and local levels. Instruments of administration departments, civil servants, corporations, budgets, delegation, and control will be discussed.
Term: 1970-71

Organization Theory: Human Relations

The dilemma of goal conflicts and incongruencies of the organizational/personal conditions, bureaucracy, and the means of gaining objectives for both people and institutions through co-ordination and co-operation are topics of study.

ELECTIVE SUBJECTS

Sociology

Social movements and human relationships: family, school, church, work, and law will be under consideration.
Term: 1970-71

Public Finance

The taxation and expenditure operations of government in modern Canada as a function of deliberate public policy will be discussed as will the scope of activity, public purposes and policies, and tax reforms.

Quantitative Methods

The application of statistical methods to the solution of problems with emphasis on prediction techniques, sampling, time series, and index numbers; other quantitative techniques in planning and programming; and application to computer methods are the subjects of this course.

Geography

Students will consider the regional geography of Canada and the physical, economic, and political influences on the regional develoment and history of Canada. Concepts of geographic regions, their characteristics, and use of regional concepts also will be studied.

Administrative Law

This is a course on the use of administrative discretion in public service and the delegation, control, and removal of discretionary power. Procedures under The Administrative Procedures Act and the Ombudsman Act will be discussed.

Short Course in School Administration

Separate sessions for school trustees and school board secretaries are programmed for this conference. The 1971 annual presentation is scheduled for Monday, Tuesday, and Wednesday, June 7-9, 1971, at the Banff School of Fine Arts. Joint sessions of trustees and secretaries are held for special informational presentations by the Department of Education and for special speakers.

Refresher Course in Municipal Administration

An annual conference course, the Refresher Course in Municipal Administration, will be held at the Banff School of Fine Arts on Thursday, Friday, and Saturday, June 10-12, 1971. Topics of current interest to municipal administrators will be studied. Both elected and appointed municipal officials from rural and urban units are invited. A record of proceedings is published.

Annual Report

EXTENSION ACTIVITIES OF THE UNIVERSITY OF ALBERTA FOR THE YEAR ENDING MARCH 31st, 1970

Dr. Max Wyman,
President,
The University of Alberta.

Dear Mr. President:

I have pleasure in presenting the fifty-seventh annual report on the extension activities of The University of Alberta for the year ending March 31, 1970.

While a variety of educational institutions together provide a network of opportunities in continuing education, inevitably a principal responsibility to meet these needs lies with universities. Given the impact of developing technology and the mounting costs of higher education, it is appropriate and, indeed, vital that universities demonstrate effective participation and commitment to the provision of adult needs in education.

For over 60 years, The University of Alberta has accepted a significant measure of responsibility to make available its resources to a broad constituency. A principal focus in this outreach of the University is the Department of Extension whose work, since the inception of the Department in 1912 and through different phases in the development of the Province, is grounded in the process of identifying adult needs in education, of developing in concert with the students an appropriate curriculum, and of providing the organizational-administrative framework through which adult learning might best take place. Thus, while the members of the staff of the Department of Extension maintain traditional academic responsibilities, their principal responsibility lies in performing this catalytic function between University and community.

The Department of Extension is currently organized in divisions which assume program responsibilities in the business, technical and professional areas; liberal studies; the fine arts; local government and public administration; and community resource development. Its work is reinforced by service divisions, the Educational Media Division and the Extension Library, each of which has served the Province actively for over half a century.

The remainder of this report outlines in some detail the activities of the Department during the year. These might be summarized briefly as follows. In addition to their consulting role, members of the staff undertook the planning of 354 courses, classes, and conferences in which 11,685 students were registered. The character of the library of visual instruction materials has been altered substantially over the past decade and the quality of materials improved. Circulation of these media is somewhat in advance of the previous year. The book stock of the Extension Library stands at 73,000 and the total borrowings reached 170,000 volumes, a circulation factor of 2.3.

LIBERAL STUDIES

The determination of Henry Marshall Tory, the founding President of the University, that the "uplifting of the whole people shall be its [the University's] final goal" continues to be the aim of the Department in its programs of education for adult students.

Increasingly, the kind of educational experiences adults demand of the University are those in which knowledge is related to the immediate and to the present in a learning structure which involves problem solving, student-teacher dialogue, and the integration of a variety of learning media. By way of illustration, the programs *A Second Look* and *It's Never Too Late* concerned themselves especially with adult learning and adult development. The first of these complementary courses provided an orientation to adults wishing to resume learning for some purpose but hesitant of their personal ability to do so. The second examined, through counselling and the use of a variety of learning experiences, personal motivation and aptitudes in the resumption of a more active intellectual or working life. These two courses have helped 160 persons towards greater self-confidence and knowledge both as learners and people. Especially capable assistance in the courses was given by Mr. K. Vandonselaar of The University of Alberta Student Counselling Services.

The *European Residential Summer Program* provided an opportunity for students to study courses arranged by the Department of Adult Education and Extra-mural Studies at the University of Edinburgh and of attending the Edinburgh Festival of Music and the Arts.

A program which in a somewhat different way offers university-community exchange is the *Colloquium*, now in its sixth year, and designed as a forum for the discussion of issues raised by a dozen representative modern works. The theme this year was "What Is A Just Society?". Some 30 senior business and professional people of the community met twice monthly over dinner during the term in company with members of the University staff including Dr. F. D. Blackley, Professor of History; Dr. J. R. Forrest, Associate Professor of English; Gerald S. McCaughey, Associate Professor of English; and Dr. A. G. Perroni, Associate Professor of Business Administration and Commerce.

In response to a request by the Senate of the University and in co-operation with Mr. D. I. Crossley, the Department this year organized a *Hinton Public Forum* which met periodically during the year with the assistance of R. J. S. Grant, Assistant Professor of English; W. Eastman, Associate Professor of Philosophy; C. R. Whittaker, Associate Professor of Classics; and Associate Professors D. M. Catmur, C. M. Lockwood, J. M. McDonald, and H. W. Roberts, and Assistant Professors H. Wohlfarth and A. C. L. Zelmer of the Department of Extension, to discuss community issues.

The *High School Enrichment Program,* which is a co-operative venture with the public school systems of the city designed to introduce promising high school students to the University, this year registered 845 in a series of short seminars arranged in co-operation with the University Departments of Botany, Zoology, Classics, Geography, Pharmacology, Economics, Community Medicine, Electrical Engineering, English, Food Science, History, Linguistics, Romance Languages, Law, Mathematics, Mining and Metallurgy, Rehabilitation Medicine, Physics, Philosophy, and Soil Science.

In the more formally organized evening classes, the languages—French, Spanish, and German—continue to have an important place. Two hundred and thirty-five students were registered in these classes during the year. Through the Department's *European Residential Summer Program,* students were also able to attend the Institut D'études Françaises de Touraine in Tours in post-term summer courses in French for foreigners.

Other courses to which reference is made in Table I of this report are those relating to knowledge of the physical and biological world and of man's cultural, religious, and philosophical heritage and achievement. Increasingly, however, and in response to community needs the liberal studies program has emphasized values, attitudes, and knowledge of others. Considerable effort has been given during the year, for example, to the development of human relations training laboratories, the central purpose of which is self-knowledge. Four such laboratory sessions were offered during the year in Edmonton, Banff, and Jasper to 109 students in sessions of up to 70 hours duration. The consultants to these programs included Dr. Dave Phillips and Dr. Sarwat Ghazouly, Psychiatrists, City of Edmonton; Dr. Tom Mallinson, Professor and Director of Communications Studies, Simon Fraser University, British Columbia; Pat Adams, Extension Specialist, The University of Saskatchewan, Saskatoon; Dr. J. E. Rich, Chairman, Department of Psychology, Central Washington State College, Ellensburg, Washington; Dr. Richard Grant, Medical School, University of Oregon, Eugene, Oregon; Dr. Robert Dyer, Assistant Director of Counselling, Oregon State University, Corvallis, Oregon; Dr. Julius Guild, Chief Psychiatrist, Royal Alexandra Hospital, Edmonton; Dr. Anthony Raia, Associate Professor, Graduate School of Business, University of California, Los Angeles, California.

Other course offerings of the Division dealt with the techniques of supervision, particularly for management people and hospital groups, derived from the behavioral sciences, as, for example, *Introduction to Personal Counselling, Interviewing, Conflict and Revolution, Toward Self-Actualization,* and *Seminar on Modern Marriage.* The whole of the Department's work in the area of human relations is undertaken in consultation with an advisory committee representing Mrs. Effie Brown, Court Counsellor, Family Juvenile Court, City of Edmonton; Miss Dorothy Crouse, Psychiatric Nursing Instructor, Alberta Hospital, Ponoka; Dr. J. Guild, Chief Psychiatrist, Royal Alexandra Hospital, Edmonton; E. W. King, President, Canadian Utilities Ltd., Edmonton; Rev. Ian MacMillan, St. Paul's United Church, Edmonton; Dr. Dave Phillips, Psychiatrist, Local Board of Health, City of Edmonton; Dr. Paul Koziey, Assistant Professor of Educational Psychology, The University of Alberta; Hayden W. Roberts and W. H. Stewart, Associate Professors of Extension, The University of Alberta. Not only has this committee had an important share in developing the direction of the Department's work in this field but it has broadened public knowledge of human relations training and raised the level of competence of those working in the field.

BUSINESS AND PROFESSIONAL

The sophistication of modern business practice, the pace of technological development, shifting age groupings within the labour force, worker mobility, and international competition together place a premium on the rapid development of management potential. The number of programs of continuing education for management people and for established professionals continues to expand rapidly. Indeed, approximately half of the total adult students reported are registered in Departmental programs offered at 11 points in the Province which relate either to business or to the professions.

Of these students, approximately half, or 2,600, are enrolled in various of the Department's programs leading toward a University certificate. These certificate programs require the sustained effort of the student through 200-300 hours of instruction. Typically they comprise six to eight subjects, certain of which are compulsory, which together represent a systematic approach to the field. Each program is guided by an advisory committee reflecting the interests both of the student body and of members of the University staff. Characteristically the enrolled students are between 30-40 years of age, have a schooling of 13-14 years, and are in middle-level positions of management. The courses are offered in two-hour periods weekly during the fall and winter terms in the evening, and occasionally in morning sessions.

Of the various certificate programs, the most recent addition is the *Certificate Program in Management Science*. The courses comprising the program include *Business Mathematics, Management Science and Business, Computer Basics, Probability and Statistics, Optimization I, Information Systems, Simulation and Systems Analysis, Decision Theory,* and *Optimization II,* each offering 30 hours of instruction. During the initial year, 99 students were enrolled in six of the nine courses, each of which requires several assignments and is concluded by final examination. Directed as it is to executives, the program offers study in considerable depth of quantitative methods as they apply to management through the application of computers. The Advisory Committee to this program includes D. H. Bent, Associate Professor of Business Analysis; T. E. Earl, Assistant Professor of Business Analysis; R. R. Faryon, Associate Professor of Extension; B. H. Harnden, Associate Professor of Business Analysis; C. M. Lockwood, Assistant Director and Associate Professsor of Extension; D. B. Scott, Professor and Chairman of Computing Science; J. Warwaruk, Professor of Civil Engineering; and P. R. Winters, Professor and Chairman of Business Analysis; all of The University of Alberta.

The *Management Development Certificate Program* is the longest established of these extensive training experiences. Twenty-two sections of the seven courses comprising the program served 561 students in Edmonton, Fort Smith, Hinton, Grande Prairie, Yellowknife, and Lethbridge. The Advisory Committee includes D. S. K. Gray, President and General Manager, Alberta Mack Truck Distributors Limited; J. R. Kandler, Comptroller-Administration Manager, Healy Ford Center; S. A. Keays, President, Waterloo Motors Limited; I. K. Sutherland, Vice-President and Resident Manager, Northwest Pulp and Power Ltd., Hinton; R. Sutherland, President, Canadian Engineering Surveys Limited; and members from the University staff including Duncan Campbell, Director and Professor of Extension; R. R. Faryon, Associate Professor of Extension; C. M. Lockwood, Assistant Director and Associate Professor of Extension; R. E. Schneck, Associate Professor of Business Policies; and R. B. Wishart, Administrator of Student Awards.

One of the most effective innovations during the year was the intensive use in the instruction of adult students of first-rate film materials on management practice recently purchased. These several film series include a series of five films on *The Effective Executive* featuring Peter Drucker, the eminent American sociologist; *The Motivation to Work,* a group of five films centering around the research of Dr. Frederick Herzberg, the noted clinical and industrial psychologist; and *Management and Motivation,* nine films which bring together these authorities in the field: Saul W. Gellerman, Rensis Likert, Frederick Herzberg, Chris Argyris, and David D. McClelland. These materials provided the instructional core for a series of twelve 16-hour seminars conducted in tutorial fashion by Dr. A. G. Perroni, Associate Professor of Business Policies, and Dr. C. A. Lee, Associate Professor and Chairman of Business Policies, The University of Alberta, at Edmonton and Yellowknife.

A recent development has been the establishment of a training program for men and women working in the field of real estate. This program, undertaken at the request of the Alberta Real Estate Association, is assisted by grant support from that organization. A three-year training course has been developed, the purpose of which is to establish a basic standard of competence for realtors. In addition, a group of seminars dealing intensively with more sophisticated elements of their work were arranged in Edmonton, Calgary, and Banff, and were attended by 160. They included *Mortgage-Equity Capitalization* and seminars on *Tax Factors in Real Estate Investments, Communication and Human Relations for Realtors,* and *Management and Motivation of Real Estate Personnel.* These courses were instructed by Lincoln W. North of North & Leonard Inc., Real Estate Appraisers and Consultants, Montreal, Quebec; Allen Keenleyside of Penny & Keenleyside Appraisals Ltd., New Westminster, B.C.; Sanford T. Fitch, Cormie Kennedy and Company, Edmonton; John M. Tweddle, Willets, Macmahon and Company, Edmonton; W. H.

Stewart, Associate Professor, The University of Alberta; Dr. A. G. Perroni, Associate Professor of Business Policies, The University of Alberta; Dr. R. E. Schneck, Associate Professor of Business Policies, The University of Alberta; and Dr. W. A. Preshing, Associate Director of Management Studies, The Banff Center for Continuing Education, Banff, Alberta.

In continuing professional education, the Department has undertaken the preparation of a number of programs in conjunction with The Law Society of Alberta, the University's Faculty of Law, and the Legal Education Section of the Canadian Bar Association. During the year 416 lawyers in various parts of the Province were served through the medium of these conferences and seminars: *Law Refresher Course, Seminar on the Amendments to the Criminal Code, Counselling the Small Businessman, Financial Statement Analysis, Aspects of Motor Vehicle Litigation.* Effective use of videotapes made of the initial presentation has been made in smaller Alberta centers to other groups of lawyers.

The National Conference on Earth Science, now in its eighth year, is perhaps the most prestigious meeting in the field in North America. The student body is drawn from across the continent and the staff from various points in Canada, the United States, and Europe. This year the staff included Dr. Keith E. Chave, Professor of Oceanography, University of Hawaii, Honolulu; Dr. Lloyd C. Pray, Professor of Geology, University of Wisconsin, Madison; Dr. Douglas J. Shearman, Senior Lecturer, Royal School of Mines, Imperial College of Science and Technology, London, England. The five-day meeting on Diagenesis and Geochemistry of Carbonate Rocks took place this year in Banff with 63 senior geologists in attendance.

PUBLIC ADMINISTRATION

A major effort of the Department of Extension in the area of training in public administration is the *Certificate Course in Local Government,* now in its 12th year. The students in this program comprise municipal secretaries, assessors, council members, and other local government officers. Instruction was offered by members of this staff and others to students, this year some 178, living in widely dispersed areas across the Province, through methods of independent study coupled with periodic regional seminars. This year the subjects offered included *Organization, Business Affairs, Accounting,* and *Municipalities Planning.* The completion of this program has informally come to be recognized as a requirement for appointment to many positions in local government. Some 481 students have now completed the requirements for the Certificate.

Generous assistance and advice have been offered by an Advisory Committee drawn from the Provincial Departments of Municipal Affairs and Education, the Alberta School Trustees' Association, the School Business Officials of Alberta, the Alberta Association of Municipal Secretary-Treasurers, the Alberta Association of Municipal Districts, the Alberta Urban Municipalities Association, the Alberta Assessors' Association, the Urban Secretary-Treasurer's Association, and The University of Alberta staff represented by Dr. E. J. Hanson of the Department of Economics and Dr. H. T. Sparby of the Department of Educational Administration.

The *Certificate Program in Public Administration,* a parallel to the Management Development program noted above, is designed to train civil servants to meet the increasingly complex problems of administration in government. The student must complete three core subjects from *Economics, Canadian Government Structures, Government Organization and Administration,* and *Organization Theory*: *Human Relations,* plus three more elective subjects from *Sociology, Public Finance, Quantitative Methods, Geography, Accounting and Budgeting,* and *Administrative Law* to qualify for the Certificate. Eighty-five students are enrolled in this program, the development of which is guided by an Advisory Committee comprising H. L. Biehn, Assistant Regional Director, Public Service Commission, Government of Canada; James L. Engel, Director of the Training and Development Division, Personnel Department, Government of Alberta; Don Hiron, Training and Testing Officer, Personnel Department, City of Edmonton; R. G. McFarlane, Regional Director, Department of Public Works, Government of Canada; Dr. V. A. Wood, Deputy Minister, Department of Lands and Forests, Government of Alberta; J. K. Masson, Assistant Professor, Department of Political Science; Dr. W. D. Gainer, Professor and Head, Department of Economics; D. A. Bancroft, Associate Professor, Department of Extension; D. D. Campbell, Director, Department of Extension; and C. M. Lockwood, Assistant Director, Department of Extension.

Two programs in the work of this Division are of special interest. The *School Administration Short Course* is now in its 25th year and the *Municipal Administration Refresher Course* is now in its 31st year. These courses bring together 500-600 local government officers over a four-day period in a residential setting for consideration of relevant issues.

COMMUNITY RESOURCES DEVELOPMENT

While all of the work of the Department has to do with the development of human potential, a particular organizational focus is the Department's Community Resources Development Division which arranges a variety of programs directed toward the socially and economically disadvantaged. Grant support for this work over the period 1965-70, in the amount of $153,800, has been offered under the terms of a grant from the Agricultural Rehabilitation and Development Act (ARDA).

Of the whole field of continuing education this area offers the greatest difficulty and challenge. Its objective is to help citizens in underdeveloped sections of the Alberta community to help themselves, to train them to work effectively through their own organizations, and to put at their disposal useful insights and techniques from the social sciences. The approach of the Department has not, for obvious reasons, been through the conventional approaches of continuing education such as classwork, but rather through a continuing process of consultation, counselling, and informal help as it is invited. This last point needs to be stressed. It is the policy of the Department to play a clearly supportive role, particularly with Indian and Metis groups in close consultation with the organizations which represent them, and only *at their invitation and in programs they request.*

Of the few formal programs offered, principally to development workers in the field, there have been a group of *Introductory Development Economics* courses and a major meeting, the *Agricultural Policy Conference,* held at Banff and attended by 45 people.

Special attention is given to expanding and refining the work initiated 20 years earlier in rural leadership training. The approach to this kind of education is again informal rather than traditional and its effectiveness lies in the degree of acceptance by rural people of members of this staff as trainers and consultants. Three especially successful leadership training programs during the year were *Conflict and Social Change, Experiential Training Designs,* and *Small Group Leadership,* attended by 143 students. Among the special consultants invited to contribute to these and other programs concerned with basic social issues and the development of community leadership capabilities have been Dr. Curtis Mial and Dr. Dorothy Mial of the Centre for Community Affairs, National Training Laboratory Institute, Washington, D.C.; Donald Snowden, Director of Extension Service, Memorial University, St. John's, Newfoundland; and Dr. E. O. Moe, Director of the Division of Community and Urban Development, University of Utah.

The Department continues to offer programs designed to meet the needs of major producers, executive personnel of key agricultural commodity organizations, and the para-professional personnel of many agri-businesses, for sophisticated and specialized technical knowledge in agriculture. Among the successful programs offered during the year were the *First Canadian Pork Conference,* attended by 61 representatives from across Canada, the *Sixth Annual Cattlemen's Short Course* with a registration of 89 persons, a *First Sheep Symposium,* attended by 60 producers in Canada and the United States, and the *Ninth Annual Feed Industry Conference.* Each of these programs, which centres on the most recent research, provided an opportunity to qualified practitioners, administrators from governments, and representatives of industry to meet with researchers and specialists from The University of Alberta.

During the year the following publications were prepared by the staff of the Faculty of Agriculture and distributed through the Department of Extension:

Agriculture Bulletin, October, 1969, and February, 1970

Agricultural Economics and Rural Sociology Research Bulletin 7: Dr. M. H. Hawkins and Dr. T. W. Manning, Department of Agricultural Economics and Rural Sociology, The University of Alberta

48th Annual Feeders' Day Bulletin

Soil Survey of the Whitecourt and Barrhead Area, Department of Soil Survey, The University of Alberta

Soil Survey of the Hotchkiss-Keg River Area, Department of Soil Survey, The University of Alberta

Soil Group Map of Alberta

Interim Recommendations, October, 1969, Department of Entomology, The University of Alberta

FINE ARTS

For over four decades The University of Alberta, through its Department of Extension, has provided a significant stimulus to the cultural development of this Province through its program in continuing education in the fine arts. Because of its capacities to enhance the quality of life, to sharpen the perception, and to communicate values, education in the visual arts in particular is an important vehicle in the outreach of the University.

A major re-organization and consolidation of the program of instruction in painting was undertaken during the year. In centres outside Edmonton it has now been possible to pass on the responsibility for instruction at the beginning levels to the community art clubs themselves with only occasional assistance and supervision from the Department. In addition, the Department gives special training to senior art club leaders who are themselves now undertaking the instructional responsibility at this level. In rural Alberta courses at this level were offered in 23 centres including Drayton Valley, Trochu, Westlock, Three Hills, Ponoka, Rocky Mountain House, Lacombe, Rimbey, Red Deer, Arrowwood, Canmore, Lomond, Banff, Milo, Nanton, Strathmore, Athabasca, Ralston, Burdett, Czar, Wetaskiwin, Camrose, and Vegreville to 324 students.

In Edmonton during the year 32 classes were offered in the Gallery Room in Corbett Hall to 487 students of drawing and painting, composition, design, etching, and printmaking. Reflecting current trends, much of the instruction emphasizes the experimental and the use of new materials, techniques, processes, and combinations of methods of visual representation, all with a view to encouraging the student to maximize his creative talent.

The Department's *Certificate Program in Painting* has been restructured and the major effort of the Department will be directed through this revised framework.

A unique event in Canada was the *Special Art Project* involving four leading Canadian artists, Michael Snow, Dennis Burton, Iain Baxter, and Karl Beveridge, and a leading English ceramist, Gordon Baldwin.

A highlight of the year was a *Study Tour in Art Appreciation* organized and led by the Department which took 13 students on a six-week tour of major galleries in London, Munich, Paris, Amsterdam, Rome, Essen, Florence, and Milan.

EDUCATIONAL MEDIA DIVISION

Originally established in 1916 with a small library of slides and the "magic lantern", the Educational Media Division today offers a comprehensive visual instruction service to Albertans. The materials available from its media resource library include films, slides, filmstrips, videotapes, audio tapes, records, and a library of technical literature on the rapidly changing technology of visual education. Over the last ten years the character of the library holdings has been changed substantially, the better to reflect the needs of the University in its extramural and intramural work. As suggested earlier in this report, there have been notable improvements in the quality of film materials produced for specific pieces of instruction.

Film circulation this year stands at 43,000 reels, approximately the figure of the previous year; viewing audiences might be estimated as well in advance of half a million persons. The 16mm film stock now stands at 3,700 subjects. During the year 229 new subjects were added and 164 withdrawn. Circulation of filmstrips and records is ahead of previous years.

The most significant service of the Division, however, is its assistance to individuals and organizations in improving the quality of instruction. During the year three courses, *Film Literacy Workshop for Teachers, Preparation of Instructional Materials,* and *Critical Seminars on Film* were arranged and offered to 124 students. Equally important, the Division offers professional help through consultation in all aspects of media utilization.

Through the Department the University has played an important supporting role in the development of the Metropolitan Edmonton Educational Television Association. This report records with satisfaction that Channel 11 is now on the air as an educational television outlet, a venture unique in Canada. The Director of Extension has served since the formation of the provisional MEETA organization as a member of the Board and the Supervisor of the Educational Media Division as a member of the principal committee of MEETA, the Program Council.

Two developments show considerable promise for the future. They are the preparation of videotapes of programs originated by the Department principally in Edmonton for use elsewhere in the Province through videotape recorders. The second experiment is that of package programs for independent study which will offer new opportunities in self-directed education to individuals and adults in isolated parts of the Province.

EXTENSION LIBRARY

Of the public service functions of The University of Alberta, one which reaches regularly out to families in every corner of the Province is the public library service of the Extension Library. Numerous letters each year attest to the appreciation of rural people, particularly those in the more isolated areas, for the book parcels which they receive from the University.

The book stock of the library this year stands at 73,000 volumes. Service is offered through open-shelf borrowing, the dispatch of book parcels on a regular or casual basis, and the travelling library service in which boxes of 35-40 books are dispatched to central points for subsequent local distribution. Overall circulation during the year shows a modest increase to 170,000 volumes and a book turnover factor of 2.3.

An important development during the year in which all members of the staff were involved with the Educational Media Division and the Extension Library was the initiation of an Adult Student Centre. This centre—the only point on the campus furnished and stocked with learning materials for adult students—is situated in Corbett Hall and provides a meeting point for students in Extension classes, ready access to films, filmstrips, audio tapes, records, and, of course, books and periodicals. This multimedia centre provides an important new dimension to the Extension program.

To the extent that its resources make possible, the Library continues to support the efforts of local libraries in the Province with extended borrowings, principally of reference works. As a supplement to the principal functions of the Library the professional staff undertakes to answer reference questions which this year, at the rate of 5-6 questions per day, ranged from information on the Globe Theatre and rat control in Alberta, to the symbolism of Easter egg decoration and bird anatomy.

STAFF

It is a satisfaction to note, during the past decade especially, the ready acceptance of the wide variety of programs made available through University Extension. This is, at least in part, a tribute not only to members of the staff of this Department, whose work is highly demanding of their energy and personal resources, but to all members of The University of Alberta staff participating in extramural instruction. That many of these programs have been possible is due to the assistance of national organizations, a wide variety of voluntary organizations, and government departments, in terms both of staff and financial support. Their linkage with the Extension program has greatly assisted the University to respond to the continuing education needs of adults in the Province.

It is appropriate here to pay a tribute to the adult students themselves, all volunteers for learning, who couple day-to-day job responsibilities with evening hours in the classroom. Their intentions are serious and the study time they invest is often enormous. In no area of education is the student so closely linked with the instructional staff both in the curriculum and design of programs intended for their personal development.

During the year Associate Professor G. A. Eyford was granted a further year of leave to continue graduate work and Assistant Professor Amy Elliott accepted a year's leave for graduate work at the University of Michigan. Associate Professor J. A. Shaw was re-appointed to the Educational Media Division after a year of study and Assistant Professor G. H. Wright returned to the Department after a year of assisted leave. A. C. L. Zelmer was appointed to the Educational Media Division as Assistant Professor and Assistant Professor A. D. O'Brien was appointed to the Public Administration Division. Mrs. L. McCallum resigned from the Extension Library.

It is not possible here to record the assistance of all members of the staff to the community in ways not reflected in this report. As advisors and consultants to a wide variety of Provincial organizations they have made a contribution which this report cannot record. During the year the Director served as consultant to the Memorial University of Newfoundland, St. John's, and to the Canadian International Development Agency in Lagos, Nigeria.

CONCLUSION

Education at all levels, and perhaps particularly higher Education, is under scrutiny, not only in its objectives but in matters of curriculum, instructional methods, and administration. There can be little doubt that the claims of the adult on the universities will increase in the next decade and that the continuing education responsibility of the institution will assume fundamental importance.

TABLE I
COURSES, CLASSES, AND CONFERENCES
APRIL 1, 1969, to MARCH 31, 1970

	Location	*Period*	*Hours*	*Attendance*	*Sponsor*
LIBERAL STUDIES					
MODERN LANGUAGES AND LITERATURE					
European Residential Summer Program, French Language Instruction	Tours, France	Aug. 2-30	110	24	
Reading Efficiency	Wetaskiwin	May 1-June 19	16	39	
Effective Reading	Edmonton	April 16-June 4	16	18	
Speed Reading (Section 1)	Edmonton	Sept. 10-Oct. 29	16	29	
(Section 2)	Edmonton	Sept. 15-Nov. 3	16	31	
(Section 3)	Edmonton	Sept. 17-Nov. 5	16	30	
(Section 4)	Edmonton	Jan. 5-Feb. 23	16	28	
(Section 5)	Edmonton	Jan. 7-Feb. 25	16	31	
Conversational French I (Section 1)	Edmonton	Sept. 24-Feb. 18	40	21	
(Section 2)	Edmonton	Sept. 23-Feb. 17	40	17	
(Section 3)	Edmonton	Oct. 23-Mar. 19	40	20	
(Section 4)	Edmonton	Oct. 23-Mar. 19	40	21	
Conversational French II	Edmonton	Sept. 24-Jan. 28	40	17	
Conversational French III	Edmonton	Sept. 24-Feb. 18	40	11	
Oral French I	Edmonton	Sept. 23-May 5	120	16	
Oral French II	Edmonton	Sept. 23-May 7	120	15	
Conversational Spanish I (Section 1)	Edmonton	Oct. 7-Mar. 3	40	20	
(Section 2)	Edmonton	Oct. 7-Mar. 10	40	16	
Conversational Spanish II	Edmonton	Oct. 7-Mar. 10	30	6	
Elementary German (Section 1)	Edmonton	Oct. 6-Mar. 2	40	21	
(Section 2)	Edmonton	Oct. 9-Mar. 5	40	20	
Intermediate German	Edmonton	Oct. 7-Mar. 3	40	14	
Imitations of Passion	Edmonton	Jan. 15-Mar. 19	20	14	
The Story That Is In Every Man	Edmonton	Jan. 17-Mar. 21	20	24	
PHILOSOPHY					
To Know Is To Know Nothing	Edmonton	Jan. 28-Apr. 1	20	18	
Colloquium VI . . . What Is A Just Society?	Edmonton	Oct. 22-Mar. 25	30	24	
LAW					
Law and the Modern Woman Workshop	Lac La Biche	May 21	5	75	Women's Bureau, Government of Alberta
Law and the Modern Woman Workshop (Section 1)	Banff	June 3	6	130	
(Section 2)	Banff	June 6	6	92	
Law and the Modern Woman (Section 1)	Edmonton	Oct. 7-Dec. 9	15	10	Glengarry Community Centre
(Section 2)	Edmonton	Jan. 19-Mar. 23	15	10	
Law for Everyman	Fort Saskatchewan	Feb. 10-Mar. 17	9	47	
SCIENCE					
Theory and Practice of Physical Fitness for Men	Edmonton	Nov. 24-Mar. 16	30	21	
SOCIAL SCIENCE					
Focus '69-'70	Edmonton	Nov. 14 and Mar. 20	12	139	
Community Organization and Voluntary Action	Edmonton	Oct. 7-Jan. 6	20	19	
International Summer School	Edinburgh, Scotland	Aug. 22-31	50	4	
Crisis Counselling	Edmonton	Apr. 2-May 21	16	25	
Critical Seminars on Film	Edmonton	Oct. 8-Feb. 11	24	112	
Preschool Programs I: Introduction	Edmonton	Oct. 7-Dec. 9	20	29	
Preschool Programs II: Creative Activities	Edmonton	Jan. 13-Mar. 24	20	25	
Preschool Programs III: Behavior	Edmonton	Oct. 9-Dec. 11	20	26	
Preschool Programs IV: Creative Programs	Edmonton	Jan. 8-Mar. 12	20	25	
Tour of External Affairs Officers	Edmonton, Calgary	June 7-16		21	Canadian Association for Adult Education, Alberta Association for Continuing Education
The University at Hinton	Hinton	Sept. 12-Mar. 6	20	250	

It's Never Too Late (Section 1)	Edmonton	Oct. 9-30	8	35	
(Section 2)	Edmonton	Jan. 15-Feb. 12	10	15	
Communication and Creativity Through Movement	Edmonton	Oct. 9-Dec. 11	20	14	
The Community Approach to the Control of Social and Health Problems	Edmonton	Jan. 21-Apr. 22	12	10	
HOUSEHOLD ECONOMICS					
Interior Design (Section 1)	Edmonton	Oct. 1-Mar. 4	40	105	
(Section 2)	Edmonton	Jan. 7-May 20	40	20	
Home Economics Today—What's New in Nutrition?	Edmonton	Oct. 22-Dec. 10	12	35	Edmonton Home Economics Association; School of Household Economics, The University of Alberta
PUBLIC AFFAIRS					
Man and the Cities	Edmonton	Feb. 6-Mar. 20	8	200	
HIGH SCHOOL ENRICHMENT LECTURE SERIES					
High School Enrichment Program	Edmonton	Nov. 3-Dec. 15	140	845	
FINE ARTS					
MUSIC					
How to Train and Conduct a Choir	Edmonton	Oct. 20-Dec. 8	12	27	
DRAMA					
Voice Production and Speech Training	Edmonton	Oct. 7-Dec. 16	30	18	
DRAWING AND PAINTING					
Study Tour in Art Appreciation	London, Munich, Paris, Amsterdam, Rome	July 28-Aug. 31	100	13	
Basic Drawing and Painting	Edmonton	Apr. 15-June 17	25	16	
Basic Drawing and Painting (Landscape)	Edmonton	Apr. 14-June 6	25	10	
Drawing I, Basic (Section 1)	Edmonton	Sept. 30-Mar. 31	60	4	
(Section 2)	Edmonton	Sept. 30-Mar. 31	60	18	
Drawing II, Life (Section 1)	Edmonton	Sept. 29-Mar. 30	60	17	
(Section 2)	Edmonton	Sept. 29-Mar. 30	60	13	
Drawing II, Creative Drawing and Design	Edmonton	Sept. 29-Mar. 30	60	11	
Painting and Drawing (Life and Portrait)	Edmonton	Apr. 14-May 14	25	10	
Painting (Design and Colour)	Edmonton	Apr. 15-June 17	25	6	
Painting (Acrylics)	Edmonton	Apr. 16-June 18	25	7	
Landscape Painting (Section 1)	Edmonton	Apr. 16-June 18	25	17	
(Section 2)	Edmonton	Apr. 19-June 21	25	12	
Painting I, Basic (Section 1)	Edmonton	Sept. 29-Mar. 30	60	8	
(Section 2)	Edmonton	Oct. 1-Mar. 4	60	6	
(Section 3)	Edmonton	Oct. 1-Mar. 4	60	18	
(Section 4)	Edmonton	Oct. 1-Mar. 4	60	18	
(Section 5)	Edmonton	Oct. 4-Mar. 1	60	5	
Painting II, Portrait	Edmonton	Oct. 2-Mar. 5	60	14	
Painting II, Design	Edmonton	Sept. 30-Mar. 31	60	12	
Painting III, Advanced Life and Portrait	Edmonton	Oct. 2-Mar. 5	60	9	
Painting III, Techniques	Edmonton	Oct. 1-Mar. 4	60	11	
Collagraphy and Etching	Edmonton	Apr. 14-May 14	25	7	
Composition I, Painting and Design					
(Section 1)	Edmonton	Sept. 29-Mar. 30	60	15	
(Section 2)	Edmonton	Oct. 1-Mar. 2	60	8	
Composition II, Design and Colour	Edmonton	Sept. 30-Mar. 31	60	9	
Printmaking (Section 1)	Edmonton	Sept. 20-Mar. 30	60	5	
(Section 2)	Edmonton	Oct. 1-Mar. 4	60	14	
Looking at Art	Edmonton	Oct. 2-Mar. 5	48	7	
Painting, Landscape (Section 1)	Edmonton	Sept. 11-Nov. 13	25	11	
(Section 2)	Edmonton	Sept. 13-Nov. 15	25	9	
Art Conference and Exhibition 1969	Edmonton	Apr. 12	7	145	
Life Drawing II	Banff	Oct. 1-May 28	50	11	
Life Drawing II	Athabasca	Oct. 8-Apr. 30	50	18	

	Location	Period	Hours	Attendance	Sponsor
Life Drawing II	Wetaskiwin	Oct. 3-May 1	50	19	
Life Drawing II	Red Deer	Oct. 2-Apr. 16	50	16	
Advanced Life Drawing and Painting III	Red Deer	Oct. 2-Apr. 16	50	7	
Ruth Svensson Painting Workshop	Banff	June 2-6	30	14	
	Ponoka	June 9-13	30	23	
	Athabasca	June 16-20	30	25	
	Camrose	June 23-27	30	18	
Art Instructors Fall Conference	Red Deer	Sept. 12	15	18	
Teaching Seminar for Assistant Instructors	Edmonton	Apr. 7-11	15	15	
CERAMICS					
Ceramics (Section 1)	Edmonton	Apr. 14-June 30	30	15	
(Section 2)	Edmonton	Apr. 15-June 24	30	15	
(Section 3)	Edmonton	Apr. 16-June 25	30	15	
Ceramics Workshop	Edmonton	July 21-26	15	7	
Ceramics Workshop with Glen Lewis	Edmonton	May 5-7	10	62	
Ceramics I	Edmonton	Oct. 1-Apr. 1	60	15	
Ceramics I, Basic	Edmonton	Sept. 29-Mar. 30	50	15	
Ceramics II (Section 1)	Edmonton	Sept. 30-Apr. 3	60	13	
(Section 2)	Edmonton	Oct. 1-Apr. 4	60	16	
Ceramics III, Advanced	Edmonton	Oct. 2-Apr. 5	60	9	

BUSINESS OR TECHNICAL

Certificate Programs

	Location	Period	Hours	Attendance	Sponsor
MANAGEMENT DEVELOPMENT PROGRAM					
Business Finance	Edmonton	Sept. 30-Apr. 28	50	23	Faculty of Business Administration and Commerce, The University of Alberta
Business Organization and Administration					
(Section 1)	Edmonton	May 1-June 26	50	31	
(Section 2)	Edmonton	Oct. 6-Apr. 27	50	33	
(Section 3)	Edmonton	Sept. 30-Apr. 28	50	36	
(Section 4)	Edmonton	Oct. 1-Apr. 29	50	36	
(Section 5)	Edmonton	Oct. 2-Apr. 30	50	35	
(Section 6)	Edmonton	Oct. 6-Apr. 13	50	38	
(Section 7)	Fort Smith	Nov. 10-May 12	50	19	
Business Policy	Edmonton	Oct. 1-Apr. 29	50	20	
Canadian Economic Development					
(Section 1)	Edmonton	May 1-June 26	50	23	
(Section 2)	Edmonton	Sept. 29-Apr. 27	50	40	
(Section 3)	Edmonton	Oct. 1-Apr. 29	50	36	
(Section 4)	Hinton	Sept. 29-Apr. 6	50	31	
Commercial Law	Edmonton	Oct. 1-Apr. 29	50	37	
Commercial Data Processing	Edmonton	Sept. 29-Apr. 30	50	20	
Management Accounting and Financial Controls					
(Section 1)	Edmonton	Sept. 29-Apr. 27	50	35	
(Section 2)	Edmonton	Sept. 30-Apr. 28	50	37	
(Section 3)	Edmonton	Oct. 1-Apr. 29	50	36	
(Section 4)	Edmonton	Oct. 2-Apr. 30	50	36	
(Section 5)	Grande Prairie	Sept. 29-Apr. 6	50	31	
(Section 6)	Yellowknife	Oct. 14-Apr. 21	50	19	
(Section 7)	Red Deer	Oct. 2-Apr. 2	50	23	
Personnel Administration (Section 1)	Edmonton	Oct. 2-Apr. 30	50	34	
(Section 2)	Edmonton	Oct. 2-Apr. 30	50	33	
Marketing	Edmonton	Sept. 29-Apr. 27	50	35	
Business Communications (Section 1)	Edmonton	Sept. 23-Dec. 16	50	36	
(Section 2)	Lethbridge	Sept. 29-Mar. 30	50	31	
FELLOWS' COURSE IN BANKING					
The Banker and Society (Section 1)	Edmonton	Sept. 30-Apr. 28	50	36	Institute of Canadian Bankers
(Section 2)	Edmonton	Oct. 2-Apr. 30	50	35	

PERSONNEL ADMINISTRATION							
Labour Economics	Edmonton	Sept.	10-Jan.	7	30	21	Faculty of Business Administration and Commerce, The University of Alberta; Personnel Association of Alberta
Training and Development of the Work Force	Edmonton	Sept.	11-Jan.	8	30	34	
Labour Relations	Edmonton	Jan.	14-Apr.	29	30	21	
Salary and Wage Administration	Edmonton	Jan.	15-Apr.	30	30	38	
Testing and Interviewing	Edmonton	Jan.	13-Apr.	28	30	35	
MANAGEMENT SCIENCE							
Business Mathematics (Section 1)	Edmonton	Sept.	11-Jan.	8	30	16	Faculty of Business Administration and Commerce, The University of Alberta
(Section 2)	Edmonton	Jan.	13-Apr.	28	30	8	
Computer Basics	Edmonton	Sept.	16-Jan.	6	30	9	
Probability and Statistics	Edmonton	Sept.	10-Jan.	7	30	15	
Optimization I	Edmonton	Jan.	14-Apr.	29	30	24	
Management Science and Business	Edmonton	Jan.	15-Apr.	30	30	27	
LOCAL GOVERNMENT STUDIES							
Assessment Appraisal	Edmonton	Oct.	1-Apr.	30	25	42	Alberta Department of Municipal Affairs, Alberta Department of Education, Alberta School Trustees' Association, Urban Secretary-Treasurers' Association of Alberta, Alberta Association of Municipal District Secretary-Treasurers, School Business Officials of Alberta
	Peace River				25	8	
	Calgary				25	19	
	Lethbridge				25	5	
	Medicine Hat				25	5	
Government Business Affairs	Edmonton				25	31	
	Peace River				25	9	
	Red Deer				25	11	
	Calgary				25	8	
	Lethbridge				25	14	
	Medicine Hat				25	7	
Municipalities Planning	Edmonton				25	4	
	Peace River				15	2	
	Red Deer				25	7	
Economics	Edmonton	Correspondence				6	
GENERAL GOVERNMENT STUDIES							
Organization Theory: Human Relations							
(Section 1)	Edmonton	Oct.	1-Apr.	30	50	18	Alberta Personnel Branch, Canadian Public Services
(Section 2)	Edmonton				50	16	
Geography	Edmonton				50	19	
Accounting and Budgeting	Edmonton				50	11	
Administrative Law	Edmonton				50	21	
REAL ESTATE	Edmonton	Sept.	15-May	6	64	96	Alberta Real Estate Association
	Calgary	Sept.	15-May	6	64	72	
		Correspondence				16	
REGISTERED INDUSTRIAL ACCOUNTANTS							
Accounting I (Section 1)	Edmonton	Oct.	6-Mar.	16	40	32	The Society of Industrial Accountants of Alberta
(Section 2)	Edmonton	Oct.	6-Mar.	16	40	29	
(Section 3)	Edmonton	Oct.	6-Mar.	16	40	31	
(Section 4)	Edmonton	Oct.	6-Mar.	16	40	30	
(Section 5)	Edmonton	Oct.	6-Mar.	16	40	29	
(Section 6)	Edmonton	Oct.	6-Mar.	16	40	31	
Accounting II (Section 1)	Edmonton	Oct.	6-Mar.	16	40	40	
(Section 2)	Edmonton	Oct.	6-Mar.	16	40	39	
(Section 3)	Edmonton	Oct.	6-Mar.	16	40	36	
Accounting III (Section 1)	Edmonton	Oct.	6-Mar.	23	40	40	
(Section 2)	Edmonton	Oct.	6-Mar.	23	40	42	
Commercial Law (Section 1)	Edmonton	Oct.	9-Mar.	12	40	37	
(Section 2)	Edmonton	Oct.	9-Mar.	12	40	35	
(Section 3)	Edmonton	Oct.	9-Mar.	12	40	35	
(Section 4)	Edmonton	Oct.	9-Mar.	12	40	36	
(Section 5)	Edmonton	Oct.	9-Mar.	12	40	36	
Managerial Statistics (Section 1)	Edmonton	Oct.	8-Mar.	11	20	31	
(Section 2)	Edmonton	Oct.	8-Mar.	11	20	32	
(Section 3)	Edmonton	Oct.	8-Mar.	11	20	33	
(Section 4)	Edmonton	Oct.	8-Mar.	11	20	32	
(Section 5)	Edmonton	Oct.	8-Mar.	11	20	34	

	Location	Period	Hours	Attendance	Sponsor
Report Writing (Section 1)	Edmonton	Oct. 15-Mar. 18	20	32	
(Section 2)	Edmonton	Oct. 15-Mar. 18	20	31	
(Section 3)	Edmonton	Oct. 15-Mar. 18	20	31	
(Section 4)	Edmonton	Oct. 15-Mar. 18	20	31	
Cost Accounting and Systems	Edmonton	Oct. 7-Mar. 17	40	39	
Cost and Management Accounting	Edmonton	Oct. 6-Mar. 23	40	23	
Auditing	Edmonton	Oct. 8-Mar. 18	40	41	
Industrial Organization and Management	Edmonton	Oct. 9-Mar. 12	40	43	

Other Business or Technical Education

	Location	Period	Hours	Attendance	Sponsor
Tax Clinic for Businessmen	Edmonton	April 16	8	98	
Contract Law for Businessmen	Edmonton	Oct. 17-18	12	16	
The Effective Executive (Section 1)	Edmonton	April 25-26	12	20	
(Section 2)	Edmonton	May 1-2	12	31	
(Section 3)	Edmonton	May 9-10	12	30	
(Section 4)	Edmonton	May 15-16	12	31	
(Section 5)	Edmonton	May 27-28 and June 3-4	12	70	
(Section 6)	Edmonton	Oct. 10-11	12	24	
(Section 7)	Yellowknife	Sept. 26-27	12	15	
Basic Industrial Development	Edmonton	June 8-13	30	38	
Management and Motivation (Section 1)	Yellowknife	May 30-31	12	35	
(Section 2)	Edmonton	Nov. 13-15	18	27	
(Section 3)	Edmonton	Jan. 29-31	22	25	
The Motivation to Work (Section 1)	Edmonton	Nov. 7-8	12	24	
(Section 2)	Edmonton	Feb. 27-28	15	11	
Orientation Seminar for Japan	Edmonton	Feb. 3-Apr. 7	24	40	
Accident Prevention Administration Phase II—Industrial Hygiene	Edmonton	Oct. 9-Apr. 16	52	35	Alberta Association of Safety Personnel
Estate Planning for Businessmen	Edmonton	Oct. 7-Nov. 11	12	38	
Sales Management	Edmonton	Sept. 22-Oct. 24	20	25	
Managing Investments (Section 1)	Edmonton	Oct. 7-Dec. 9	20	91	Investment Dealers' Association of Canada, Edmonton Branch
(Section 2)	Wetaskiwin	Oct. 28-Dec. 9	15	20	Wetaskiwin Adult Education Advisory Committee
Managing Investments Seminar	Red Deer	Nov. 8	6	24	
Managing Investments Seminar	Lloydminster	March 21	6	18	Investment Dealers' Association of Canada, Edmonton Branch
Merchandising Administration	Edmonton	Jan. 6-Mar. 24	42	17	
Princples of Positional Astronomy	Edmonton	Oct. 7-Dec. 16	20	8	
Oil and Gas Law I	Edmonton	Oct. 16-18	15	36	
Oil and Gas Law II	Edmonton	Nov. 27-29	15	19	
A First Look at Commercial Computing	Edmonton	Sept. 24-Oct. 22	10	24	
Basic Computer Programming (Section 1)	Edmonton	Sept. 17-Dec. 17	28	38	
(Section 2)	Edmonton	Jan. 28-Apr. 29	28	31	
Office Management and Control	Edmonton	Jan. 26-Mar. 30	20	17	
Sixth Short Course in Traffic Control	Banff	Feb. 9-13	33	34	Western Canada Traffic and Parking Association
Excitement and Innovation in Food Service	Edmonton	Oct. 30-Nov. 1	18	26	Agricultural Rehabilitation and Development Association; School of Household Economics, The University of Alberta
Seminar on Management and Motivation of Real Estate Personnel	Banff	May 25-29	22	16	Faculty of Business Administration and Commerce, The University of Alberta; Division of Continuing Education, The University of Calgary
Seminar on Communications and Human Relations for Realtors (Section 1)	Edmonton	Nov. 29-Jan. 29	20	22	Alberta Real Estate Association
(Section 2)	Calgary	Dec. 6-Feb. 5	20	22	
Seminar on Tax Factors in Real Estate Investments	Banff	Jan. 18-20	15	53	Alberta Real Estate Association
Mortgage-Equity Capitalization (Ellwood) Course	Banff	March 14-25	57	47	Appraisal Institute of Canada (Edmonton Chapter)
25th School Administration Short Course	Banff	June 1-2	15	305	Alberta Department of Education, Alberta School Trustees' Association, School Business Officials of Alberta

31st Municipal Administration Refresher Course	Banff	June 4-5	15	241	Alberta Department of Municipal Affairs, Alberta Association of Municipal District Secretary-Treasurers, Urban Secretary-Treasurers' Association
Industrial Relations Seminar	Edmonton	Mar. 9-Apr. 27	20	28	
Technical Report Writing	Edmonton	Oct. 6-Dec. 15	20	21	
Preparation of Instructional Materials	Edmonton	Jan. 10-Mar. 14	25	10	
Simple Video Systems Workshop	Edmonton	Oct. 24-25	9	5	
PROFESSIONAL					
EDUCATION					
Continuing Professional Education for Teachers:					
Preparation of Instructional Materials	Edmonton	July 7-11	45	22	
Teaching Art (B) Ceramics	Edmonton	July 14-18	20	19	
Creative Activities for Children	Edmonton	June 23-27	20	30	
Film Literacy Workshop for Teachers	Edmonton	Oct. 9-25	12	2	
LAW					
Law Refresher Course	Banff	May 5-9	30	81	The Law Society of Alberta; Faculty of Law and Department of Extension, The University of Alberta; Division of Continuing Education, The University of Calgary; The Legal Education Section of the Canadian Bar Association
Seminar on the Amendments to the Criminal Code	Edmonton, Calgary	Sept. 25-26	6	95	
Counselling the Small Businessman	Red Deer	Oct. 22	8	23	
Counselling the Small Businessman	Grande Prairie	Feb. 7	8	8	
Financial Statement Analysis	Edmonton	Nov. 17-Dec. 8	8	59	
Aspects of Motor Vehicle Litigation	Edmonton	Mar. 11	6	120	
Second Annual Law Refresher Course	Edmonton	Mar. 30-Apr. 13	6	30	
ENGINEERING					
Fourth National Symposium on Microwave Power	Edmonton	May 21-23	20	178	International Microwave Power Institute
The IDEALS Concept (Section 1)	Edmonton	Oct. 23-24	12	36	
(Section 2)	Edmonton	Feb. 18-20	18	23	
Solid State Circuit Design I	Edmonton	Sept. 24-Dec. 3	24	9	
Solid State Circuit Design II	Edmonton	Jan. 14-Apr. 1	24	18	
Computing for Engineers	Edmonton	Sept. 30-Dec. 9	25	28	
Fundamentals of Computer Programming for Engineers	Edmonton	Jan. 12-Apr. 6	30	14	
Real-Time Computer Applications	Edmonton	Jan. 27-Mar. 31	25	18	
Engineering Management	Edmonton	Oct. 14-Dec. 9	16	15	
Engineering Economics	Edmonton	Oct. 7-Jan. 27	30	30	
Principles of Management for Engineers	Edmonton	Feb. 5-6	12	14	
Introduction to Logic Design	Edmonton	Jan. 20-Mar. 24	20	8	
Critical Path Methods (Section 1)	Edmonton	Oct. 15-Dec. 3	16	29	
(Section 2)	Edmonton	Mar. 23-25	18	23	
Corrosion Prevention and Control	Edmonton	Oct. 15-Dec. 17	20	20	
Introduction to Aerodynamics	Edmonton	Oct. 20-Dec. 22	20	7	
Contract Law for Engineers	Edmonton	Nov. 7-8	9	26	
Surveying and Mapping Colloquium for Petroleum Engineers	Banff	Oct. 15-17	18	145	Canadian Petroleum Association
Architectural Concrete Seminar	Edmonton	Jan. 28	6	139	
GEOLOGY					
Yellowknife Field Trip	Yellowknife	May 13-16		21	
1969 National Conference on Earth Science	Banff	May 5-9	30	63	Alberta Society of Professional Geologists
Petroleum Geology	Edmonton	Oct. 6-Jan. 5	24	15	
Air Photo Interpretation	Edmonton	Jan. 26-30	35	35	
Rock and Mineral Identification	Edmonton	Oct. 7-Dec. 16	15	22	
Prospecting I	Edmonton	Nov. 4-Dec. 4	20	34	
Prospecting II	Edmonton	Feb. 3-Mar. 5	20	39	
AGRICULTURE					
Pesticides Home Study Course		Correspondence		54	
First Canadian Pork Conference	Banff	June 11-12	18	61	Pork Organization of Canada
Fifth Alberta Horticultural Week	Olds	Aug. 11-16	77	149	Alberta Horticultural Association; Alberta Region, Flowers Canada; Alberta Department of Agriculture
Ninth Annual Feed Industry Conference	Calgary	Nov. 6-7	12	108	Canadian Feed Manufacturers' Association, Alberta Department of Agriculture

	Location	*Period*	*Hours*	*Attendance*	*Sponsor*
Sixth Annual Cattlemen's Short Course	Banff	Nov. 24-28	35	89	Western Stock Growers' Association
Sheep Symposium	Banff	Dec. 4-6	20	59	Canadian Co-operative Wool Growers Ltd., Alberta Department of Agriculture
Soil Surveys in Land Use Planning	Edmonton	Feb. 9-Apr. 13	20	15	

HUMAN RELATIONS, SUPERVISION, LEADERSHIP TRAINING

	Location	*Period*	*Hours*	*Attendance*	*Sponsor*
A Second Look (Glengarry)	Edmonton	Jan. 20-Mar. 10	23	30	
(Section 2)	Edmonton	Feb. 5-Mar. 26	23	30	
(Section 3)	Edmonton	Mar. 16-May 4	23	30	
(Section 4)	Edmonton	Mar. 18-May 6	23	28	
Supervision in the Social Agency	Edmonton	Apr. 8-9	14	15	
Communication in Supervision (Section 1)	Edmonton	Sept. 11-13	18	30	
(Section 2)	Edmonton	Jan. 20-31	18	34	
Human Factors in Management and Supervision					
(Section 1)	Edmonton	Sept. 30-Dec. 2	20	31	
(Section 2)	Edmonton	Jan. 13-Mar. 17	20	27	
Supervision and Leadership in the Hospital	Edmonton	Sept. 30-Feb. 24	40	42	
Supervisory Techniques (Section 1)	Edmonton	Sept. 15-Dec. 1	24	25	
(Section 2)	Edmonton	Sept. 16-Dec. 2	24	14	
(Section 3)	Edmonton	Jan. 19-Apr. 6	24	21	
Group Dynamics—Laboratory Method					
(Section 1)	Edmonton	Oct. 4-25	20	24	
(Section 2)	Edmonton	Jan. 10-31	20	12	
Human Relations Laboratory	Hinton, Jasper	May 24-June 1	70	50	
Psychodrama	Edmonton	June 20-22	20	20	Department of Psychiatry, The University of Alberta
Introduction to Personal Counselling	Edmonton	Oct. 1-Dec. 3	20	39	
Interviewing	Edmonton	Sept. 30-Dec. 2	20	26	
Your Emotions and You (Section 1)	Edmonton	Sept. 30-Dec. 2	20	28	
(Section 2)	Edmonton	Jan. 15-Mar. 19	20	14	
Psychology of Human Behavior I	Edmonton	Oct. 1-Dec. 3	20	31	
Psychology of Human Behavior II	Edmonton	Oct. 14-Dec. 16	20	16	
Laboratory for Senior Executive and Administrative Personnel	Banff	Nov. 1-9	80	23	NTL-IABS of the Northwest
Public Health Nurse Workshop	Edmonton	Sept. 29-Oct. 3	32	41	School of Nursing, The University of Alberta; Alberta Department of Public Health
Seminar for Discussion Leaders in Family Life Education	Edmonton	Oct. 24-Nov. 8	30	20	Edmonton Family Life Education Council
Conflict and Revolution	Edmonton	Oct. 27-Nov. 24	10	17	
Interpersonal Communications	Edmonton	Jan. 14-Feb. 11	15	24	
Toward Self-Actualization	Edmonton	Jan. 15-Feb. 19	12	13	
Interpersonal Communications—Human Relations	Edmonton	Jan. 16-Mar. 20	20	12	
Seminar on Modern Marriage	Edmonton	Feb. 9	6	39	
Citizenship Education Program for Indians	Edmonton	Apr. 1-Mar. 31		266	
Introductory Development Economics Lecture Series	Slave Lake	Oct. 17-Feb. 20	30	16	
Introductory Development Economics Lecture Series	Edmonton	Oct. 7-Dec. 2	28	14	
Challenge for Change	Gold Eye Lake Camp	July 27-Aug. 2	40	27	
Area Development II	Edson	June 2-20	120	24	
Area Development III	Edson	Oct. 6-24	120	23	
Area Development IV	Edson	Feb. 15-28	80	22	
Introductory Urban Studies	Edmonton	Sept. 17-Feb. 18	40	29	City of Edmonton; Department of Geography, The University of Alberta; Alberta Human Resources Development Authority
Conflict and Social Change	Edmonton	Dec. 1-3	18	62	
Conference on Experimental Training Designs	Banff	Feb. 23-25	27	26	University Conference Committee
Leadership Techniques Short Course	Banff	Jan. 18-30	85	50	Alberta Wheat Pool, United Grain Growers, United Farmers of Alberta Co-operative, Farmers' Union of Alberta, Department of Indian Affairs and Northern Development
Small Group Leadership	Banff	Mar. 15-20	35	55	Division of Continuing Education, The University of Calgary
Argicultural Policy Conference	Banff	Feb. 15-20	40	45	Farmers' Union of Alberta, United Grain Growers, Alberta Wheat Pool, United Farmers of Alberta Co-operative

TABLE II

STUDENT REGISTRATION

April 1, 1969, to March 31, 1970

Liberal Studies		
Modern Languages and Literature	503	
Philosophy and Religion	42	
Law	364	
Science	21	
Social Science	749	
Household Economics	160	
History and Public Affairs	200	
High School Enrichment Program	845	
		2,884
Fine Arts		
Music	27	
Drama	18	
Drawing and Painting	669	
Ceramics	182	
		896
Business or Technical		
Certificate Programs		
Management Development	561	
Fellows' Course in Banking	258	
Personnel Administration	245	
Management Science	99	
Local Government Studies	178	
General Government Studies	85	
Real Estate	184	
Registered Industrial Accountants	991	
Other Business or Technical Education	1,806	
		4,407
Professional		
Education	73	
Law	416	
Engineering	780	
Geology	229	
Agriculture	535	
		2,033
Human Relations, Supervision, Leadership Training	1,465	
		1,465
		11,685

TABLE III

CIRCULATION OF BOOKS, EXTENSION LIBRARY

Open Shelf	*1968-69*	*1969-70*	*Difference*
Adult Student Centre and Extension Course Students	1,299	1,120	— 179
Other adult books	100,670	106,937	6,267
Children's books	50,961	50,923	— 38
	152,930	158,980	6,050
Travelling Libraries			
Extension courses	238	262	24
Other	10,052	10,198	146
	163,220	169,440	6,220

Collection	
No. of books at April 1, 1969	69,322
Added	4,238
	73,570
Withdrawn	578
No. of books at March 31, 1970	72,992

TABLE IV

STATISTICAL INFORMATION, EDUCATIONAL MEDIA DIVISION

April 1, 1969, to March 31, 1970

8mm films	147
8mm loops	55
16mm films	3,693
New films added	229
Films withdrawn	164
Filmstrips	2,600
Slide sets	68
Records	2,195
Tapes	39
Transparency sets	13
Number of pieces of equipment available for loan	161

AUDIO-VISUAL MATERIALS CIRCULATION

April 1, 1969, to March 31, 1970

	Campus 69-70	*Extra-mural 69-70*	*Total 69-70*	*Total 68-69*
Number of 16mm films circulated	4,617	14,616	19,233	18,846
Total number of reels of 16mm film circulated	11,724	31,699	43,423	45,917
Number of filmstrips circulated	146	2,234	2,380	682
Number of records circulated	523	4,287	4,810	3,586
Number of times equipment supplied	96	586	682	1,599
Number of times projection service supplied		20	20	34
Number of times screening room used	213	187	400	296
Number of times CCTV equipment used	33	62	95	53
Number of orders processed			15,169	13,417

PARTICIPATING UNIVERSITY OF ALBERTA INSTRUCTIONAL STAFF

ACADEMIC YEAR 1969-70

Alongo, J., B.A., Teaching Assistant in Romance Languages
Anderson, D. T., B.C.L., Associate Professor of Law
Andrew, W. T., Ph.D., Professor of Soil Science
Apedaile, L. P., Ph.D., Associate Professor of Agricultural Economics
Baird, R., Ph.D., Associate Professor of Political Science
Bakker, J. J., M.S.C.E., Professor of Civil Engineering
Ballah, A. J., M.A., Assistant Professor of Romance Languages
Bareau, M. L., LesL Dipl d'Et Sup., Assistant Professor of Romance Languages
Beard, R. L., Ph.D., Associate Professor of Business Administration and Commerce
Bentley, Mrs. Helen, M.Sc., Associate Professor of Household Economics
Berg, R. T., Ph.D., Professor of Animal Science
Bhajan, E., B.A., Graduate Student in Sociology
Bigg, W. L., B.Sc., Associate Professor of Civil Engineering
Blackley, F. D., Ph.D., Professor of History and Associate Dean of Arts
Bogg, R. A., M.H.A., Assistant Professor of Community Medicine
Bowland, J. P., Ph.D., Professor of Agricultural Economics
Bradford, S. A., Ph.D., Associate Professor of Mining and Metallurgy
Bretten, G. R., M.A., Assistant Professor of Law
Brocke, L., M.Sc., Graduate Student in Soil Science
Bromling, A., B.A., Graduate Student in Sociology
Chen, T. P., J.S.D., Assistant Professor of Law
Combs, W., Ph.D., Associate Professor of Animal Science
Cormack, Colonel E. W., B.Sc.
Cullen, Mrs. Dallas, Ph.D., Assistant Professor of Business Administration and Commerce
D'Alquen, R. J. E., Ph.D., Assistant Professor of Germanic Languages
Darrah, P. N., Dip. F.A., Assistant Professor of Art
Davis, A. K., Ph.D., Professor of Sociology
Devine, G., M.Sc., Teaching Assistant in Agricultural Economics
Donald, Miss Elizabeth, Ph.D., Associate Professor of Household Economics
Duclos, J., M.A., Graduate Student in Romance Languages
Earl, T. E., M.Sc., Assistant Professor of Business Administration and Commerce
Eastman, M., D.B.A., Assistant Professor of Business Administration and Commerce
Eastman, W., Ph.D., Associate Professor of Philosophy
Edwards, E. M., M.Sc., Sessional Lecturer in Electrical Engineering
Egert, E., M.A., Assistant Professor of Germanic Languages
Elliott, G. M., M.A., Associate Professor of Physical Education
Ellis, M., M.A., Assistant Professor of Physical Education
Empey, Miss Elizabeth, Ph.D., Director of the School of Household Economics
Evans, R. H., D.B.A., Associate Professor of Business Administration and Commerce
Fair, D. C., Ph.D., Associate Professor of Educational Psychology
Fearson, D. P., M.A., Assistant Professor of Romance Languages
Fisher, D. G., Ph.D., Associate Professor of Chemical Engineering
Forcadas, A. M., Ph.D., Assistant Professor of Romance Languages
Ford, H. W., M.A., Financial Analyst for the Universities Commission
Forrest, J., Ph.D., Associate Professor of English
Fowler, E. L., M.Sc., Associate Professor of Civil Engineering
Fox, E. E., Ph.D., Assistant Professor of Educational Psychology
Fridman, G. H. L., LL.M., Professor of Law
Gee, Mrs. Margret, M.Sc., Sessional Lecturer in Household Economics
Goodman, E. B., M.Sc., Sessional Lecturer in Business Administration and Commerce
Grant, R. J. S., M.A., Assistant Professor of English
Green, L. C., LL.B., University Professor
Grieve, C. M., Ph.D., Assistant Professor of Animal Science
Hameed, S. M. A., Ph.D., Associate Professor of Business Administration and Commerce
Hammock, V., M.F.A., Assistant Professor of Art
Harnden, B. M., Ph.D., Associate Professor of Business Administration and Commerce
Hawkins, M. H., Ph.D., Associate Professor of Agricultural Economics
Howes, D., Ph.D., Assistant Professor of Animal Science
Ironside, R. G., Ph.D., Assistant Professor of Geography
Johnson, D. B., M.A., Assistant Professor of Geography
Jacobsen, F. B., B.Comm., Senior Analyst in Computing Science
Jones, F. D., LL.M., Professor of Law

Julian, M. V., LL.B., Associate Professor of Law

Kalinowsky, M., M.A., Assistant Professor of Romance Languages

Kellie, Mrs. Judy, B.Sc., Sessional Lecturer in Business Administration and Commerce

Khetarpal, S. P., Ph.D., Associate Professor of Law

Knowles, R. H., M.Sc., Associate Professor of Plant Science

Koziey, P. W., Assistant Professor of Educational Psychology

Krishna, V., M.B.A., Sessional Lecturer in Business Administration and Commerce

Landy, D., B.A., Assistant Professor of Psychology

Laux, F. A., LL.M., Assistant Professor of Law

Lee, C. A., D.B.A., Associate Professor of Business Administration and Commerce

Leitch, L. C., M.B.A., Associate Vice-President (Finance and Administration)

Leong, R. H., M.B.A., C.A., Assistant Professor of Business Administration and Commerce

Lindsay, D., M.Sc., Associate Research Office, Soil Science

Loken, J., M.A., Graduate Student in Educational Psychology

Marsden, D. J., Ph.D., Associate Professor of Mechanical Engineering

McCarley, D., M.A., Graduate Student in Educational Psychology

McCaughey, G. S., M.A., Associate Professor of English

McDonald, M., Professor of Art

McElroy, L. W., Ph.D., Professor and Chairman of Animal Science

McGeachy, D. A., M.B.A., Sessional Lecturer in Business Administration and Commerce

McKellips, B. R., M.A., M.Phil., Assistant Professor of Economics

McMillan, C., M.B.A., Instructor in Business Administration and Commerce

McQuitty, J. B., M.Sc., Associate Professor of Agricultural Engineering

Meilen, B., Assistant Professor of Drama

Merrett, R. J., Ph.D., Assistant Professor of English

Milligan, G., B.Sc., Graduate Student in Sociology

Mitchell, J. J., M.Ed., Assistant Professor of Educational Psychology

Morgan, C. G., M.Sc., Services Co-ordinator for Computing Center

Muir, J. D., Ph.D., Associate Professor of Business Administration and Commerce

Murri, D. G., M.S., Assistant Professor of Agricultural Economics and Rural Sociology

Nelson, J., D.H.C., Lecturer in Pediatrics

Newell, R. B., B.Sc., Graduate Student in Chemical and Petroleum Engineering

Ogg, Mrs. Jacqueline, M.A., Assistant Professor of Drama

Oh, C. Y., Ph.D., Assistant Professor of Secondary Education

Oldaker, R. B., M.B.A., Special Lecturer in Business Administration and Commerce

Ondrack, J. W., M.B.A., Graduate Student in Sociology

Paley, D., B.A., Graduate Student in Educational Psychology

Parker, L. L., M.B.A., Sessional Lecturer in Business Administration and Commerce

Patching, T. H., B.Sc., Professor of Mining and Metallurgy

Patterson, J., B.P.E., Lecturer in Vocational and Industrial Education

Pearce, Mrs. Ruth, B.A., Sessional Instructor in English Language Services

Pennings, J. M., Doctraal, Sessional Lecturer in Business Administration and Commerce

Perroni, A. G., D.B.A., Associate Professor of Business Administration and Commerce

Peters, T. W., M.Sc., Officer in Charge of Soil Survey, Soil Science

Petersen, T. A., M.A., Associate Professor of Agricultural Economics

Peyton, J. D., Ph.D., Centre for Advanced Study in Theoretical Psychology

Pluth, D. J., Ph.D., Assistant Professor of Soil Science

Preshing, W. A., Ph.D., Director of Institutional Research and Planning

Preston, T. A., M.A., Associate Professor of Agricultural Engineering

Prideaux, G. D., Ph.D., Assistant Professor of Linguistics

Prokop, M., M.A., Assistant Professor of Germanic Languages

Proudfoot, V. B., Ph.D., Associate Professor of Geography

Renner, Mrs. Ruth, Ph.D., Associate Professor of Household Economics

Reschenthaler, G. B., Ph.D., Associate Professor of Business Administration and Commerce

Richmond, R., B.Sc., Graduate Student in Animal Science

Richter, J. J., Ph.D., Associate Professor of Agricultural Ecnomics

Robbins, S. G., M.Sc., Assistant Professor of Physical Education

Robertson, I. S., Ph.D., Post Doctoral Fellow in Animal Science

Schneck, R. E., D.B.A., Associate Professor of Business Administration and Commerce

Shihadeh, E. S., Ph.D., Associate Professor of Business Administration and Commerce

Sinclair, R. G., Ph.D., Assistant Professor of Mathematics

Singh, S. P., Ph.D., Visiting Assistant Professor of Business Administration and Commerce

Sitwell, O. F. G., M.A., Assistant Professor of Geography

Spence, Mrs. Penny, M.A., Sessional Instructor in Geography

Sprague, J. C., Ph.D., Associate Professor of Mechanical Engineering

Stevenson, W. A., LL.B., Professor of Law

Stewin, L. L., M.Ed., Assistant Professor of Educational Psychology

Stiles, M., Ph.D., Associate Professor of Household Economics

Thompson, A. R., LL.M., Professor of Law

Toop, E. W., Ph.D., Associate Professor of Plant Science

Travers, M. J., Dip. A.D., Lecturer in Art

Vandonselaar, K. H., B.A., Student Counselling Services

Warrack, A. A., Ph.D., Assistant Professor of Agricultural Economics and Rural Sociology

Warwaruk, J., Ph.D., Professor of Civil Engineering

Waterhouse, J., M.B.A., Sessional Lecturer in Business Administration and Commerce

Watson, R., M.A., Graduate Student in Geography

Webster, A. J. F., Ph.D., Associate Professor of Animal Physiology

Weeres, K., M.A., Sessional Lecturer in Business Administration and Commerce

Whittaker, H. C. R., B.A., Associate Professor of Classics

Westgate, J. A., Ph.D., Assistant Professor of Geology

Williams, C. B., Ph.D., Assistant Dean of Business Administration and Commerce

Williams, G. D., Ph.D., Professor and Acting Chairman of Geology

Williams, J. S., LL.B., Assistant Professor of Law

Wilson, B., M.R.Sc., Graduate Student in Animal Science

Wilson, R. G., B.Eng., Graduate Student in Chemical and Petroleum Engineering

Winters, P. R., Ph.D., Professor of Business Administration and Commerce

Wormsbecker, G. T., Supervisor, Graphics Division, Technical Services

SPECIAL VISITING INSTRUCTIONAL STAFF

ACADEMIC YEAR 1969-70

Abercrombie, W. D., LL.B., Solicitor, Public Utilities Board, Government of Alberta, Edmonton, Alberta

Ackroyd, A. O., LL.B., Liden, Ackroyd, Bradley & Associates, Edmonton, Alberta

Adams, P., Extension Specialist, University of Saskatchewan, Saskatoon, Saskatchewan

Affleck, R. T., R.C.A., Partner, Affleck, Dimakopoulos, Lebensold, Montreal, Quebec

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Allen, G. W., Ph.D., Taber, Alberta

Allen, H., Canada Department of Agriculture, Lacombe, Alberta

Anderson, O., Manager, Alberta Hog Marketing Board, Edmonton, Alberta

Arcand, M. L., Department of Public Welfare, Edmonton, Alberta

Archibald, A. W., Senior Vice-President, Agricultural Division, Maple Leaf Mills Ltd., Toronto, Ontario

Ardiel, J. B., Ph.D., Clarksburg, Ontario

Ayres, D. W., M.A., Executive Assistant to the President, The University of Lethbridge, Lethbridge, Alberta

Ballantyne, E. E., Ph.D., Deputy Minister, Alberta Department of Agriculture, Edmonton, Alberta

Bancroft, H. H., F.R.C.O., Mus.Bac., Organist, All Saints' Cathedral, Edmonton, Alberta

Barlow, B. J., B.Comm., Mortgage Secretary, Sun Life of Canada, Edmonton, Alberta

Barnlund, D. C., Ph.D., Professor, San Francisco State College, San Francisco, California, U.S.A.

Baskett, M., Administrative Officer, Division of Continuing Education, The University of Calgary, Calgary, Alberta

Bassert, L., Community Advisor, Human Resources Development Authority, Edson, Alberta

Bateman, W. C., President, Bateman's Foods Ltd., Edmonton, Alberta

Bell, R. D., LL.B., Fenerty, McGillivray, Robertson, Prowse, Brennan, Fraser, Bell & Code, Calgary, Alberta

Belyea, A. F., Assistant Deputy Minister, Department of Development, Charlottetown, Prince Edward Island

Bennett, R. K., Canada Department of Agriculture, Ottawa, Ontario

Benson, E., B.Sc., Vice-President and General Manager, Pacific Press Limited, Vancouver, British Columbia

Berg, S. S., President, Pork Organization of Canada, Ardrossan, Alberta

Berglund, R. C., C.A., Senior Auditor, Provincial Auditor's Office, Edmonton, Alberta

Berninger, L. M., Ph.D., Extension Horticulturist, Department of Horticulture, University of Wisconsin, Madison, Wisconsin, U.S.A.

Biggs, E., Deputy Minister, Ontario Department of Agriculture and Food, Toronto, Ontario

Bishop, S., B.A., Executive Director, Social Planning Council, Edmonton, Alberta

Boyle, H., David L. Jones Wholesale Florists, Ltd., Calgary, Alberta

Bracco, J. D., Trustee, Edmonton Public School Board, Edmonton, Alberta

Braid, P., A.O.C.A., Artist, Fort Saskatchewan, Alberta

Brownlee, A. M., Q.C., Brownlee, Fryett, Walter, Saville, Wittman & Sully, Edmonton, Alberta

Brumlik, J. P., LL.B., Wood, Moir, Hyde & Ross, Edmonton, Alberta

Buchwald, H., Ph.D., Chief Industrial Health Chemist, Alberta Department of Health, Edmonton, Alberta

Burton, G. L., Ph.D., President, Western Stock Growers' Association, Claresholm, Alberta

Campbell, Mrs. Sheila, B.Ed., Program Supervisor, Primrose Place Day Care Centre, Edmonton, Alberta

Cardon, B. P., Ph.D., President, Arizona Feed, Tucson, Arizona, U.S.A.

Carmichael, R., B.A., A.O.C.A., Artist, Edmonton, Alberta

Carter, R. C., Ph.D., Department of Animal Science, Virginia Polytechnic, Blacksburg, Virginia, U.S.A.

Cashman, A. W., Edmonton, Alberta

Casteldon, D., Supervisor of Basic Adult Education, Government of the Northwest Territories, Yellowknife, Northwest Territories

Cavanagh, J. V., Q.C., Cavanagh, Henning, Buchanan & Co., Edmonton, Alberta

Chamchuk, N. J., Superintendent of Schools, St. Paul, Alberta

Chapman, H., Edson, Alberta

Chapman, J. L., Q.C., Chapman & Chapman, Edmonton, Alberta

Chave, K. E., Ph.D., Professor of Oceanography, University of Hawaii, Honolulu, Hawaii, U.S.A.

Chisholm, E., Western Feedlots Ltd., Strathmore, Alberta

Christie, I., LL.B., Professor of Law, Queen's University, Kingston, Ontario

Clark, F., Coop-Relations Manager, Federated Cooperatives Ltd., Saskatoon, Saskatchewan

Clifford, H., M.S.W., Director, Day Care Services for the City of Edmonton, Edmonton, Alberta

Connor, C., President, Morguard Mortgage Investments Limited, Calgary, Alberta

Cooper, G. S., Ph.D., President, Canada Agricultural Chemical Association, Rexdale, Ontario

Corbett, J. H., Q.C., Corbett, Field & Benkendorf, Edmonton, Alberta

Cormie, D. M., Cormie Ranch Ltd., Tomahawk, Alberta

Dant, N., M.Arch., Director of Planning, Alberta Department of Municipal Affairs, Edmonton, Alberta

Dantzer, V. M., Q.C., Associate, Hedlin, Menzies & Associates Ltd., Edmonton, Alberta

Davies, J., Administration Consultant, Edmonton Public School Board, Edmonton, Alberta

Dea, J. B., LL.B., Field Hyndman, Edmonton, Alberta

Densmore, A. D., Manager, Ogilvie Flour Mills Co. Ltd., Edmonton, Alberta

Desautels, Sister Irene, M.B.A., Grande Prairie Junior College, Grande Prairie, Alberta

Dixon, R. D., Entomologist, Alberta Department of Agriculture, Edmonton, Alberta

Dmytruk, I., Artist, Edmonton, Alberta

Dobko, S. L., P.Eng., Head, Air Pollution Section, Division of Environmental Health Services, Alberta Department of Health, Edmonton, Alberta

Drewry, L. W., LL.B., Emery, Jamieson, Agrios, Emery & Co., Edmonton, Alberta

Dubord, E., M.S.W., Consultant, Home and Institutions, Department of Social Development, Province of Alberta, Edmonton, Alberta

Dunham, A., Professor Emeritus of Community Organization, University of Michigan, Ann Arbor, Michigan, U.S.A.

Dyck, G. W., Ph.D., Canadian Department of Agriculture, Brandon, Manitoba

Earle, J. A., Ph.D., Calgary Separate School Board, Calgary, Alberta

Eberlein, E. L., Ph.D., Eberlein Consulting Services, Edmonton, Alberta

Edey, J. H., B.Sc., Senior Instructor, Northern Alberta Institute of Technology, Edmonton, Alberta

Errett, Reverend S., B.A., Grace United Church, Edmonton, Alberta

Fairbrook, P., Director of Housing and Food Service, University of the Pacific, Stockton, California, U.S.A.

Fitch, S. T., LL.B., Barrister and Solicitor, Edmonton, Alberta

Flemming, J. M., Executive Assistant, Local Authorities Board, Government of Alberta, Edmonton, Alberta

Fondahl, J. W., M.S., Professor of Civil Engineering, Stanford University, Stanford, California, U.S.A.

Forbes, W., Vice-President, Training and Research Institute for Residential Youth Center, New Haven, Connecticut, U.S.A.

Ford, J. E., C.A., Clarkson, Gordon & Co., Toronto, Ontario

Ford, Loretta C., Ph.D., Professor and Coordinator of Community Health Nursing, School of Nursing, University of Colorado, Boulder, Colorado, U.S.A.

Forsyth, G. R., LL.B., Howard, Moore, Dixon, Mackie & Forsyth, Calgary, Alberta

Foster, C. W., Ph.D., Association of School Business Officials of United States and Canada, Chicago, Illinois, U.S.A.

Fowler, R. G., P.Eng., Manager, Burns & Dutton Construction (1962) Ltd., Edmonton, Alberta

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Fredeen, H. T., Ph.D., Research Station, Canadian Department of Agriculture, Lacombe, Alberta

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Frisby, B., Student Affairs, The University of Calgary, Calgary, Alberta

Froment, R. C., Manager, Ernst & Ernst, Yellowknife, Northwest Territories

Gall, G., T. E. McLaughlin Development Associates Ltd., Ottawa, Ontario

Gattey, F., Chairman, Alberta Cattle Commission, Consort, Alberta

Geddes, W. G., LL.B., Ross, McLennan, Ross, Geddes & Ranson, Edmonton, Alberta

Ghazouly, S., M.D., Department of Health, Edmonton, Alberta

Gibson, D. E., B.Sc., Chemist, Alberta Department of Health, Edmonton, Alberta

Giffen, R. N., M.Sc., Director, Edmonton Regional Planning Commission, Edmonton, Alberta

Gill, W. B., Q.C., Gill, Conrad & Cronin, Calgary, Alberta

Gleddie, V. M., Animal Industry Research Center, U.S. Department of Agriculture, Clay Center, Nebraska, U.S.A.

Glimp, H., Ph.D., Meat Animal Research Center, U.S. Department of Agriculture, Clay Center, Nebraska, U.S.A.

Godfrey, J. D., Ph.D., Research Council of Alberta, Edmonton, Alberta

Goldenberg, I., Department of Psychology, Yale University, New Haven, Connecticut, U.S.A.

Godwin, B. G., Alberta Department of Agriculture and Vocational College, Olds, Alberta

Goodenough, R. L., F.C.I.S., Chairman, Canadian Division of Chartered Institute of Secretaries, Toronto, Ontario

Gordon, R., Athabasca Feed & Seed Ltd., Athabasca, Alberta

Gordon, T., B.Comm., Comptroller, O'Brine Office Sales Ltd., Edmonton, Alberta

Grant, P. J., Assistant Mortgage Manager, Sun Life of Canada, Edmonton, Alberta

Gray, K. B., Secretary, Alberta Division, The Canadian Feed Manufacturers Association, Calgary, Alberta

Gray, W. N., Business Manager, Building Construction and General Labourers' Local Union No. 92, Edmonton, Alberta

Guild, J., Ph.D., Royal Alexandra Hospital, Edmonton, Alberta

Gullion, E., Dean of the Fletcher School of Law and Diplomacy, Medford, Massachusetts, U.S.A.

Halder, Sister Mary, Home Development Agent, Human Resources Development Authority, Edson, Alberta

Hamilton, F., Chief Commissioner, Board of Grain Commissioners, Edmonton, Alberta

Hanna, J. H., Manager, Master Feeds Division, Maple Leaf Mills, Ltd., Calgary, Alberta

Hargrave, P. D., Superintendent, Alberta Horticultural Station, Brooks, Alberta

Harris, R. G., C.A., Winspear, Higgins, Stevenson and Doane, Edmonton, Alberta

Harris, W. N., Ph.D., Veterinary Services Division, Alberta Department of Agriculture, Lethbridge, Alberta

Harris, Mrs. Zella, Community Development Officer, Human Resources Development Authority, Edmonton, Alberta

Hays, Senator H. W., Calgary, Alberta

Hazlett, G. O., C.A., Vice-President and Treasurer, Black Sivalls & Bryson Ltd., Edmonton, Alberta

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Henson, P. H., Artist, Edmonton, Alberta

Hewitt, Mrs. Adlynn, LL.B., Barrister, Edmonton, Alberta

Hibbard, H. S., Sieben Livestock Co., Helena, Montana, U.S.A.

Hlushko, P., Training Officer, United Co-operatives of Ontario, Weston, Ontario

Hobbs, B., R.A.N. Products Ltd., Ft. Lauderdale, Florida, U.S.A.

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Howard, L., B.Sc., Mortgage Manager, Prudential Insurance Co. of America, Calgary, Alberta

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Hyde, R. E., Q.C., Wood, Moir, Hyde & Ross, Edmonton, Alberta

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Johnson, D. W., Extension Agriculture Engineer, North Dakota State University, Fargo, North Dakota, U.S.A.

Johnson, J. T., Vice-President, Ideal Systems Inc., Madison, Wisconsin, U.S.A.

Jones, R. W., Ph.D., Superintendent, Edmonton Public School Board, Edmonton, Alberta

Jordan, R. M., Ph.D., St. Paul, Alberta

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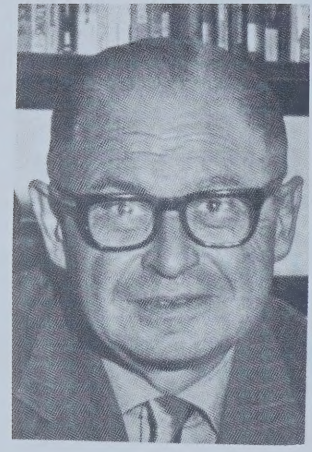
the university of albert

DEPARTMENT OF EXTENSION
THE UNIVERSITY OF ALBERTA
EDMONTON, ALBERTA

CONTINUING EDUCATION

1971 - 72



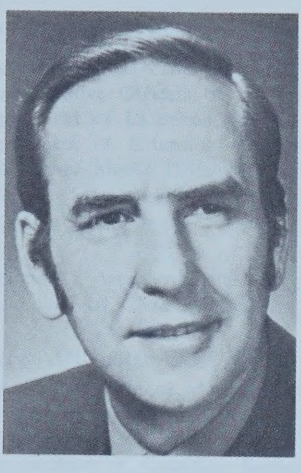
FOREWORD

With the new decade just beginning, it is becoming evident that the public attitude toward education has drastically changed from the attitude that was evident during the past twenty years. With the discovery of atomic energy, the power of knowledge became apparent, and the major countries of the world poured millions and billions of dollars into the development of their educational system. The public accepted the financial implications of this policy from a sense of necessity, and also from a sense of national pride. This has now changed, and important questions are being asked concerning the value of education.

The Department of Extension is the one single department within the University whose major function is to make these facilities of our University available in a direct way to the public from whom we receive our support. It is my hope that the programs available this year will make the participants aware of the direct benefits an education can give, and, in turn, that you will act as emissaries of the University in giving the answers to the questions being asked.

M. WYMAN

President
The University of Alberta



When The University of Alberta was established in 1907, its President and staff were determined that this institution should serve all of the people of the Province. The members of that new faculty, distinguished scholars from established universities, became frequent visitors to the small towns and villages of what was then a rural and agricultural Alberta. Through a Department of Extension established in 1912, the University continued its job of sharing its resources with the people of the Province through lectures, "magic lantern" shows, the provision of parcels of study materials, and through many a midnight discussion between professor and farmer in a rural school house or homestead. This year, on the fifty-ninth anniversary of its establishment, University Extension offers a wide range of opportunities for life-long learning.

No person in this age of dramatic change can remain effectively educated without continuing study. Through the programs and facilities which this Calendar announces, the University offers its resources to all adults who recognize that life is a process of continuing education.

The Extension Library of 75,000 volumes, circulated through open shelf borrowing or through travelling box libraries to isolated communities, provides basic materials for continuing education. Programs of directed reading and study discussion kits offer groups and individuals those "retreats for the mind" which Dr. Samuel Johnson held so necessary and audio-visual materials of the Education Media Division open up bright new worlds and offer ready new dimensions to programs of community organization.

A variety of courses in public administration, business management, and continuing professional education underline the growing demand which a technical society puts on keeping up to date. Programs in the arts, with their warmth and color, focus on another dimension of the rounded life. A better understanding of people, their history, their feelings, and their problems is the focus of the Department's involvement in liberal studies and community development.

The work of the Department of Extension goes beyond the provision of courses. The members of its staff who share this job of continuing education offer skills and training from the fields of economics, engineering, business, law, agriculture, and others. They are available to work with your organization in the development of its continuing education program. We encourage you to draw on the staff and resources of this Department.

I invite you to share the excitement and satisfaction, the heightened awareness, the new understanding, and the expanded sensitivities which are the returns of life-long learning.

DUNCAN CAMPBELL

Director of Extension
The University of Alberta

Before the University of Alberta was established in [illegible] were [illegible] of the [illegible] members of [illegible] scholars from [illegible] frontier country [illegible] level of what [illegible] Alberta. [illegible] established in 1912 the University commenced [illegible] with the people of the Province through lectures [illegible] of [illegible] and through [illegible] to a [illegible] school [illegible] the fifty-fifth anniversary of [illegible] a rich store of [illegible]

[illegible]

The [illegible] Library of [illegible] through [illegible] by [illegible] materials for [illegible] of [illegible] reading [illegible] which [illegible] and [illegible] of the [illegible] programs of community [illegible]

A [illegible] of [illegible] continuing professional [illegible] which a [illegible] in the [illegible] with their [illegible] of the [illegible] and community [illegible]

The work of the Department of Extension goes beyond the [illegible] of [illegible] The [illegible] of its staff [illegible] the use of [illegible] from the fields of [illegible] agriculture, and [illegible] to work with [illegible] organizations in the development of [illegible] programs. We [illegible] to [illegible] the staff and resources of this Department.

[illegible] the [illegible] and [illegible] of the [illegible]

DOUGLAS CAMPBELL

Director of Extension
The University of Alberta

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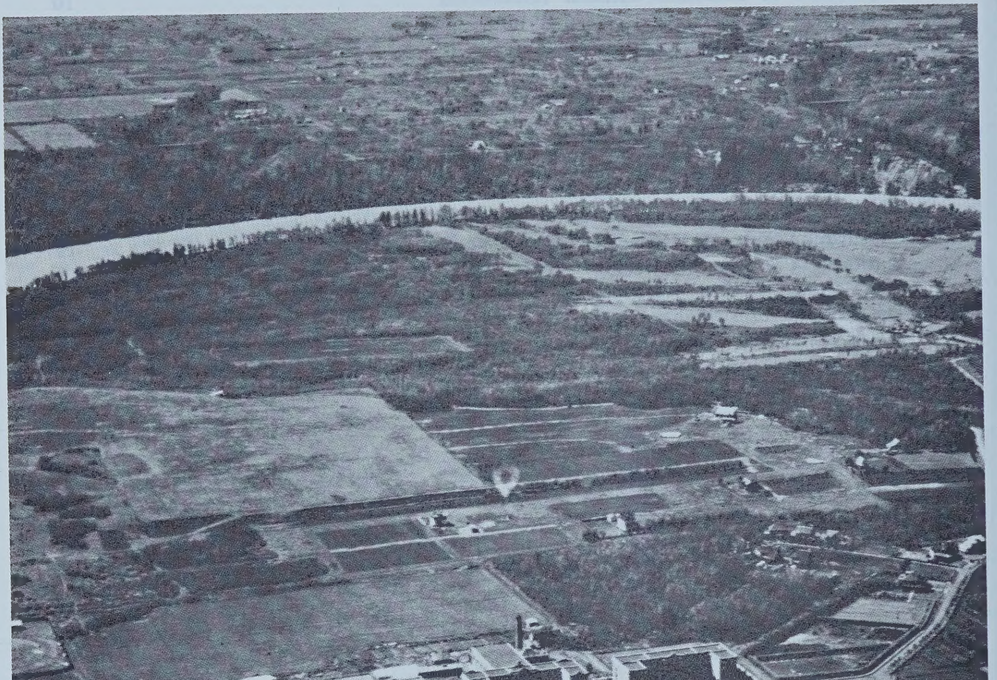


The campus in the early 1920's: it was to remain almost unchanged for 25 years.

General Information

HISTORICAL SKETCH

The University of Alberta is a publicly-supported, co-educational institution sharing with the Universities of Calgary and Lethbridge the sole right of conferring degrees, other than degrees in Divinity, within the Province of Alberta. It is a member of the Association of Commonwealth Universities, of the Association of Universities and Colleges of Canada, and of the International Association of Universities.

The University possesses 838 acres of land, of which 148 acres constitute the campus and 690 acres constitute the University Farm. Additional land is gradually being acquired. The campus borders the wooded southern bank of the North Saskatchewan River, about two miles from the business centre of Edmonton. On the campus are located some seventeen major teaching and research buildings, as well as two affiliated colleges, four halls of residence, the Students' Union, and service buildings. Adjoining are the Research Council of Alberta, the Provincial Laboratory of Public Health, two teaching hospitals, and the Northern Alberta Jubilee Auditorium.

The Beginnings of the University

Alberta became a province in 1905. In 1906 the first session of her legislature passed an act to authorize the establishment of The University of Alberta. The Act's sponsor was Alexander Cameron Rutherford, Alberta's first Premier and first Minister of Education. His government purchased the site in what was then Strathcona, and Dr. Rutherford himself persuaded Henry Marshall Tory to leave McGill to become the University's first President, an office he held from 1908 to 1928.

The Act permitted all resident graduates of British and Canadian universities to register as members of Convocation. Convocation elected five members to a Senate; the govrenment appointed ten more. The Senate, acting as the governing body of the University, established the Faculty of Arts and Science as the core of the new institution. In 1910 a revision of the *University Act* constituted the Board of Governors with powers of business management and administration.

Classes opened in September, 1908, in what is now Queen Alexandra School with forty-five students and a faculty of five: W. H. Alexander, Classics; E. K. Broadus, English; W. M. Edwards, Mathematics; L. H. Alexander, Modern Languages; and Dr. Tory. Thence they moved to the upper floor of Strathcona Collegiate Institute and then in 1911 to Athabasca Hall. Athabasca not only served as residence for staff and students, but also accommodated classrooms, laboratories, the library, the gymnasium, and the administrative offices. The members of the first graduating class received their degrees at the Convocation of 1912, with Mr. Justice C. A. Stuart presiding as Chancellor.

A period of rapid growth followed, with registration reaching 439 in 1914. Assiniboia Hall was completed in 1913, Pembina Hall in 1914, and the Arts Building was formally opened in 1915. The Faculty of Law had its beginning in 1912. In the same year the Department of Extension initiated its work of promoting a closer relationship between the University and the people of the Province. In 1913 the Faculty of Applied Science (in 1948 renamed Engineering) and the Faculty of Medicine were instituted, the latter able to offer three years of a five-year program.

The Students' Union was established during the first session and the first edition of *The Gateway*, the students' newspaper, appeared in 1911. The Committee on Student Affairs began in 1912 as a joint committee of students and University officials to exercise general supervision over matters affecting student welfare and discipline. Today the Council on Student Affairs carries on its work.

Years of Challenge: 1914 to 1945

The outbreak of war in 1914 slowed the pace of development. The new University sent 438 of its staff, alumni, and students to the armed forces. Eighty-two were killed or died in active service. Their names, together with those of the casualties of the war of 1939-45, are commemorated on a bronze tablet near the entrance to Convocation Hall and by the Memorial Organ installed in 1923.

Although the war brought a halt to the building activity, the organization of the University's teaching moved on with the establishment of the Faculty of Agriculture in 1915, the School of

Accounting (later the Faculty of Commerce) in 1916, the School of Pharmacy and the sub-faculty of Dentistry in 1917, and the Department of Household Economics in 1918.

With the end of the Great War the University rapidly expanded in number of students and staff. New laboratory facilities were built adjacent to the Arts Building and the Medical Building was completed in 1921 in the form it had until new wings were added following the war of 1939-45. The curriculum was fundamentally revised in 1919-20 to permit greater freedom in election of courses. The first summer session was held in 1919. The institution of the Research Council of Alberta signified not only an increasing emphasis on science, but a further recognition of the University's involvement in the development of the province. In 1927 St. Joseph's College was opened under Roman Catholic auspices. St. Stephen's College had, as Alberta College South, been the first building on the campus. It was renamed in 1927 after the union of the Methodist and Presbyterian churches and became the United Church theological college for Alberta.

The depression years brought serious problems. Though registration did not decline its increase was painfully slow, from 1,560 students in 1929 to 2,327 in 1939. Full-time teaching staff increased even more slowly. The budget actually fell and did not recover its pre-depression level until after the war. No new buildings were constructed after the present Corbett Hall was completed. (Corbett Hall was originally constructed as a provincial normal school, not a University building.) Dr. R. C. Wallace succeeded President Tory in 1928 and in 1936 was followed by Dr. D. A. R. Kerr who had been the first Dean of the Faculty of Arts and Science. The affiliation of Mount Royal College in 1931 marked a new beginning of university work in Calgary. The Western Board of Music was established in 1931. Entrance to the University from Grade XI was abolished in 1937. In 1930 fraternities were permitted; a less controversial change was the abolition of the old practices involved in freshman initiation.

The impact of the war of 1939 was very different from that of 1914-18. Though war naturally disrupted the University's life, there was a determination to preserve its essential being while using its facilities as fully as possible in relation to the national effort. The Air Force took over the three residences, and out-of-town students, whose numbers had not substantially declined, flocked into Garneau boarding houses and made use of a new cafeteria, known to later generations as Hot Caf. Medicine, Dentistry, and Education offered accelerated courses. Engineering offered special courses to members of the armed services. No more important development took place than the acceptance in 1945 by the University of sole responsibility for the training of Alberta teachers. The School of Education, established in 1928, became a faculty in 1942 and after the war it was, in terms of enrolment, the largest in the University.

Dr. Robert Newton was named President on Dr. Kerr's retirement in 1941. He played an important part in the framing of the *University Act* of 1942, which transferred from the Senate to the General Faculty Council jurisdiction over academic matters and vested all final authority in the Board of Governors whose jurisdiction had previously been confined to finance. No major changes in the University's constitution occurred until the *Act* of 1966 provided for the establishment of other and separate provincial universities under a Universities Commission.

Years of Expansion: 1945 to 1968

With the end of the war, a flood of veterans poured into the University and registration rose from 2,023 in 1943-44 to a peak of nearly 7,000 in 1947-48. Accommodation in classrooms, laboratories, and libraries was pathetically inadequate, and housing was generally even less satisfactory. Army huts only partially relieved the pressure. While by 1947 student numbers had tripled from pre-war figures, the full-time teaching staff did not even double. Thereafter the pace of campus development slowly increased. New wings were added to the Medical Building in 1947 and 1948; the Students' Union Building opened in 1950; the Rutherford Library and the Engineering Building in 1951; and the Agriculture Building in 1953 (it was enlarged in 1958 to become the Biological Sciences Building). The Administration Building dates from 1957.

The hectic post-war years merged into the slower growth of the 1950's. Dr. Andrew Stewart became President in 1951 and was succeeded by Dr. Walter H. Johns in 1959. Old institutions like *The Gateway, Evergreen and Gold,* and the Students' Union flourished and new ones like the Mixed Chorus, the Freshman Introduction Week, and Varsity Guest Weekend developed. The University's work in Calgary, instituted in 1951, gradually expanded and an affiliated junior college was established in Lethbridge. These became separate universities in 1966. Student Counselling Services supplemented the Student Health Service, the latter almost as old as the University. The establishment of Graduate Studies as a Faculty in 1957 marked a new and important emphasis on this aspect of the academic program. The growing complexity of the University's offerings led to the separation of the Faculties of Arts and Science in 1963.

The expected increase in numbers as the post-war generation came to university age brought an expanded building program in the 1960's. The Physical Education Building, the Physical Sciences Building, and additions to the Medical and Engineering Buildings were followed by the Education Building, the Donald Ewing Cameron Library, the Household Economics Building, and the residence, where the dining centre was named in honor of Reg Lister who had for so many years taken care of the older residences. The Henry Marshall Tory Building was opened in 1966. In the same year the University of Calgary became fully autonomous.

Growth in student numbers is reflected in the continuing building program, including the new Engineering and Biological Sciences Building, and the Health Sciences complex, and in the expansion of the University into North Garneau, where many houses had already been taken over for University use. The University Farm provided a site for married students' housing. Late in 1965 a beginning was made on the new Students' Union building, which was opened in 1967. The contract with its nearby predecessor opened only fifteen years before and now University Hall symbolizes the growth of The University of Alberta in the post-war years.

ADMINISTRATIVE OFFICERS OF THE UNIVERSITY

Max Wyman, Ph.D., F.R.S.C., President
Henry Kreisel, Ph.D., Vice-President (Academic)
D. G. Tyndall, Ph.D., Vice-President (Finance and Administration)
W. D. Neal, Ph.D., Vice-President (Planning and Development)
W. F. Allen, Ph.D., Associate Vice-President (Academic)
L. C. Leitch, M.B.A., Associate Vice-President (Finance and Administration)
D. E. Smith, Ph.D., Dean, Faculty of Arts
D. M. Ross, Ph.D., Sc.D., Dean, Faculty of Science
G. H. L. Fridman, LL.M., Dean, Faculty of Law
George Ford, Ph.D., Dean, Faculty of Engineering
W. C. MacKenzie, M.D., Dean, Faculty of Medicine
F. V. MacHardy, Ph.D., Dean, Faculty of Agriculture
H. T. Coutts, Ph.D., Dean, Faculty of Education
J. McCutcheon, D.D.S., Dean, Faculty of Dentistry
M. J. Huston, Ph.D., Dean, Faculty of Pharmacy
J. R. McGregor, Ph.D., Dean, Faculty of Graduate Studies
E. D. Chambers, Ph.D., Dean, Faculty of Business Administration and Commerce
M. L. Van Vliet, Ed.D., Dean, Faculty of Physical Education
Ruth E. McClure, M.P.H., Director, School of Nursing
Elizabeth L. Empey, Ph.D., Director, School of Household Economics
J. B. Redford, M.D., Director, School of Rehabilitation Medicine
Margaret H. B. MacLean, B.Sc., Director, School of Dental Hygiene
Mary E. P. Henderson, M.A., B.L.S., Acting Director, School of Library Science
Duncan Campbell, M.A., Director of Extension
S. C. T. Clarke, Ed.D., Director, Summer Session and Evening Credit Program
B. B. Peel, M.A., Librarian
A. D. Cairns, B.A., Registrar

DEPARTMENT OF EXTENSION ACADEMIC STAFF

Duncan Campbell, M.A., Professor and Director of Extension
C. M. Lockwood, M.B.A., Associate Professor and Assistant Director
D. A. Bancroft, Ph.D., Professor
D. D. Barry, A.O.C.A., Associate Professor
R. R. Faryon, M.B.A., Associate Professor (on leave 1971-72)
J. M. McDonald, M.S.W., Associate Professor
L. C. Parker, Ph.D., Associate Professor
H. W. Roberts, M.A., Associate Professor (on leave 1971-72)
J. A. Shaw, M.S., Associate Professor
W. H. Stewart, M.S., Associate Professor
H. Wohlfarth, D.F.A., Associate Professor
G. W. Lamble, M.Sc., Assistant Professor
D. J. Weideman, M.B.A., Assistant Professor
G. H. Wright, B.A., Assistant Professor
A. C. L. Zelmer, M.S., Assistant Professor (on leave 1971-72)
Amy Elliott Zelmer, M.P.D., Assistant Professor
Jane P. Van Alderwegen, Nat'l. Dip. in Design, Sessional Instructor
Robert N. Christie, M.Ed., Sessional Lecturer
Mary I. Dodds, M.S., Extension Librarian
Moira L. English, M.L.S., Librarian
Helen Sinclair, B.A., B.I.S., Assistant Librarian

Administrative Assistants

Eldred G. Bancroft, B.A.
Maryanne Budnitsky, B.A.
Joanne V. Monro, B.A.
Ann A. Prideaux, M.A.
Lydia Semotuk, B.A.
R. J. Smith, B.A.
W. G. L. Twigge

DEPARTMENT OF EXTENSION

The Department of Extension offers over 300 non-credit workshops, seminars, and evening classes over the Province in a broad range of subjects in business, the humanities, fine arts, professions, and sciences. Offerings range from certificate programs which extend over 25 weeks to two- and three-day intensive seminars.

In a continuing attempt to bridge the gap between the University and the community, the Department has recently compiled a list of courses which are available upon community initiative. In addition to these courses, the Department has for many years assisted community groups and voluntary organizations throughout the Province to arrange conferences, workshops, or seminars on topics of special interest to them.

To fulfill another community need, the Department has established a service of University Lectures through which a community group requesting a speaker with specialized knowledge and University staff who have offered their services free of charge may be put in contact with one another.

In addition to serving the needs of groups, the Department has a special concern for the growth and development of the individual which has led to the establishment of an adult counselling service open to Extension students and members of the community alike.

The work of the Department is carried out by these subject area divisions supported by a general administrative office: Liberal Studies, Business and Professional, Community Resources Development, Public Administration, Fine Arts, Educational Media, and Extension Library.

Registration

Unless otherwise indicated there are no educational prerequisites for most University Extension courses.

Students wishing advice as to their selection of classes are invited to apply for interviews with members of the staff who will be pleased to discuss individual programs.

In a few courses, students are required to submit a brief résumé of education background and business experience. These are specifically noted in this calendar.

It is advisable to register in advance since registration in many courses is restricted. Applications will be accepted in order of their receipt or on an indicated basis of selection, depending on the nature of the course.

Application forms may be obtained through the Department of Extension by mail or by phoning Edmonton 439-2021.

REGISTRATION BY MAIL: Payment by cheque or money order payable to The University of Alberta should accompany application forms.

REGISTRATION IN PERSON: Extension offices are open for registration Monday through Thursday, 8:30 a.m. to 8:30 p.m., and Friday, 8:30 a.m. to 4:30 p.m., by September 13, 1971.

If a class is not oversubscribed students may also register at the Extension office on the first meeting of a class. Students who plan to register on the first night should report to the Extension office at least 45 minutes before the class is scheduled to begin.

In no case will telephone applications be accepted. Preliminary registration is not complete until the applicant has received a receipt for fees tendered.

The appearance of a course description in this calendar does not constitute any guarantee that the course will actually be offered. Information as to which courses will be offered, the names of the instructors, and all further details must be sought from the Department by phoning 439-2021.

In the following descriptions, terms are designated as Fall (September through December) and Winter (January through April).

The University reserves the right to restrict registration in any class, to make changes to the published list of instructors, and to cancel any class for which an insufficient number of registrations have been received. If a class is cancelled fees already paid will be refunded.

Refunds

For detailed information on refunds, please inquire in Room 228, Corbett Hall.

Scholarships

A limited number of tuition scholarships are available for courses in the Liberal Studies Division. For further information please telephone 439-2021, ext. 55 or 34.

Textbooks

Books may be obtained in advance at the Extension office. If texts are not available before the first class, every effort will be made to have them at the first meeting. The Department of Extension does not assume responsibility for return of fees when texts are not immediately available.

Parking

All parking on campus has been restricted to those vehicles which are registered and have a parking permit. Permits may be obtained at the Department of Extension, Room 228, Corbett Hall.

Adult Student Centre

The Adult Student Centre combines the functions of a media centre and a meeting place for small groups. The media include books, journals, records, tapes, and filmstrips. Listening and viewing points for individual use of audio-visual materials are provided. Books and journals relate to the field of continuing education including adult counselling, teaching methods, community development, human resources development, and to broad areas covered by Extension courses.

Of special interest currently is the collection of materials on pollution and the environment.

The Centre is open to formal and informal groups for meetings as well as to Extension students and the general public.

Members of the public can borrow books and other printed materials for a subscription of $2 per year.

Extension Library

Payment of a course fee includes a six-month membership in the Extension Library.

Members may receive books by prepaid mail or choose them in person. The Library is open daily from 8:30 a.m. to 4:30 p.m., Monday through Friday, and is reached through the west entrance of the Rutherford Library Building on the northwest corner of 89 Avenue and 112 Street.

Counselling Service

The Department of Extension offers educational-vocational counselling to the general public and to Extension students through its adult counselling service under the direction of Dr. L. Craig Parker. Dr. Parker also provides leadership in courses directed to individuals involved in counselling who wish to further their professional development.

Details regarding types of assessment available and costs involved are available by contacting the Department of Extension at 439-2021.

EDUCATIONAL MEDIA DIVISION

The Educational Media Division was established in 1916 with "magic lanterns" and slide sets to serve the many isolated communities in a then agricultural Province. Its facilities today include a substantial library of 16mm educational films, filmstrips, slides, and records. It functions to provide a wide range of audio-visual material to groups of adults and organizations as a supplement to organizational programs. Through training programs, short courses, and conferences, the Educational Media Division offers instruction on the effective utilization of audio-visual materials and on their use as a valuable educational device.

16mm Film Library

Over 3,700 films in 99 subject areas are at the disposal of all interested individuals and organizations. Film materials are available at a nominal charge. A new edition of the catalogue, indexed and providing descriptions of the film materials, is available at a cost of $3 including supplement service for two years.

Filmstrip Library

A library of 2,759 filmstrips in 48 subject areas is available to all interested individuals and organizations. Individual filmstrips or slides are available at a modest charge per item. A descriptive catalogue is available free of charge.

Audio-Visual Equipment and Rental Service

This equipment includes both 16mm and 8mm motion picture, filmstrip, slide, overhead and opaque projectors; tape recorders; and record players which may be rented at various rates depending on the duration of their use.

Screening Room Facilities

Facilities are available at no charge for use by representatives of organizations who wish to preview films from the film library.

Audio-Visual Reference File and Information Service

An audio-visual reference file containing a wide variety of publications, pamphlets, and journals is open to individuals and organizations interested in audio-visual communication. This file includes printed descriptions of audio-visual materials and equipment, aids to persons interested in the techniques of effective utilization of audio-visual materials, publications on general theory and practice, and reprints of a wide range of useful periodicals in the audio-visual field. This file is open to the public free of charge.

Representatives of organizations wishing to receive information and materials from the Educational Media Division should forward their requests to the Department of Extension, Educational Media Division, The University of Alberta, Edmonton.

While a good selection of film materials is now in the Educational Media Library, many more first-rate materials are available from other sources in the U.S.A. and Canada. The Educational Media Division will be happy to consult with individuals and organizations and to arrange to acquire these on a loan or rental basis.

Record and Tape Lending Service

Music and drama recordings on both disc and tape are available from the Educational Media Division on an individual membership. In addition to use by individuals, the recordings are intended to provide the basis for the educational programs of provincial organizations. Six or twelve month memberships are available. Additional information about the service can be obtained by writing to the Educational Media Division.

Instructional Programs

A variety of short courses and workshops in audio-visual communication and film programming is arranged annually by the Department of Extension through its Educational Media Division. For details see Educational Media Methods.

Independent Study

The Educational Media Division, working in co-operation with other Extension divisions, is developing a series of independent study courses. These courses, for individual or small group use, will combine slides, tapes, and printed materials in a multi-media instructional package.

EXTENSION LIBRARY

The Extension Library provides a general service to residents of Alberta who have no public library in their community. Books are sent by parcel post to individuals and families throughout the Province and in travelling libraries—boxes of 40 books—to small libraries and community groups. Reading guidance and information on any subject are supplied either directly to inquirers or through inter-library loan. The collection of close to 75,000 volumes includes books of all kinds—fiction, biography, travel, history, literature, music, drama, art, handicrafts, home economics, science, religion, sociology, philosophy, and psychology—for adults and children. Printed catalogues of adult books, kept up to date by supplementary lists, are for sale.

The annual membership fee of $10 provides up to eight books at a time, on any subject, for one month. Postage, both ways, is paid by the Library. The rental fee for Travelling Library service is $10 for each box. Transportation charges, both ways, are paid by the Library.

For further information write to the Extension Library, The University of Alberta, Edmonton.

Art

COMMUNITY ART CERTIFICATE PROGRAM

Students participating in Community Art courses may elect to enroll in the Community Art Certificate Program. The purpose of this program is to provide integrated instruction in drawing and painting over a minimum period of three years. In order to receive recognition in the form of a certificate, the student is required to successfully complete certain prescribed courses. Time spent in class or in the studio set out below is an indication of minimum requirements. After the completion of the required courses, a portfolio of work will be required for evaluation by a panel of examiners as evidence of qualification for the certificate.

There will be two types of classes available to students—Extension Art Classes or Fundamental Art Classes.

Extension Art Classes

These will be conducted and instructed by the Department of Extension staff. Students will register in these classes directly with the Department. These classes will cover the Intermediate and Advanced courses set out below.

Fundamental Art Classes

These will be organized separately by the Community Art Clubs and will be instructed by local instructors under arrangements made directly with the Community Art Clubs. Names of such instructors will be available from the Department of Extension, and these classes will be supervised periodically and evaluated by Professor H. Wohlfarth or other members of the Department. Registration for these classes is a matter for local arrangements.

Course Requirements

For registration in Fundamental courses—no prerequisites.

For registration in Intermediate courses—successful completion in a minmum of three Fundamental courses.

For registration in Advanced courses—successful completion of three Intermediate courses.

For the award of the Certificate—successful completion of a minimum of nine courses (three Fundamental, three Intermediate, three Advanced), 18 units, and a clear pass by the panel of examiners.

Courses Offered (subject to revision)

Fundamental Courses

Composition I
Drawing I
Painting I

Intermediate Courses

Composition II,
Design and Color
Life Drawing II
Painting II, Life and Portrait

Advanced Courses (minimum of three electives)

Composition III, Painting
Drawing III
Painting III, Life and Portrait
Design III, Three Dimensional

Advancement from the Fundamental to the Intermediate level and from the Intermediate level to the Advanced level will be possible only if the panel of examiners is convinced that the previous courses have been successfully completed. At the end of each winter or summer course, the work of each student will be evaluated according to the following categories: pass, conditional pass (which means the student has to complete the course the following year, since he did not complete it successfully in the current year); and fail.

Upon passing a course, the student will be notified to this effect by letter. The Fine Arts Division of the Department of Extension will keep records of the names, courses attended, and standing in each Intermediate and Advanced course.

Credit for Work Elsewhere

Students wishing to enter the Certificate Program at the Intermediate or Advanced level will be required to submit records and, if available, transcripts relating to courses completed elsewhere, together with a portfolio of work done previously. The granting of credit for such previous work will be at the discretion of the panel of examiners.

Eligibility

These classes may be attended by the following categories of students:

Certificate students

Non-Certificate students (who will take the same type of instruction but do not have the intention of working towards a certificate)

Guest-attenders (who do not carry out the projects, exercises, or assignments, and can therefore not claim any of the instructor's time except for objective criticism at the beginning of each class).

FUNDAMENTAL COURSES

Drawing I

Theory and practice of drawing; study of line, form, pattern, light and shade; techniques of drawing—soft, hard pencil, India ink and pen, quill, etc.

Composition I

Study and practical application of principles of composition and pictorial construction; theory and practice in arranging forms—two dimensional and three dimensional black and white and in color.

Painting I

Principal techniques of painting—indirect and direct painting; painting materials, emphasis is on direct painting and on awareness of quality in direct painting as practiced on a variety of subject matter.

INTERMEDIATE COURSES

Life Drawing II

Gesture, contour drawing from life model; figure and composition—black and white; watercolor—washes and line-composition, wash-line and collage from model and environment; watercolor (portrait) 10 and 15 minutes; hard pencil—nude and portrait; tone paper—black and white India Ink (crosshatch) free composition and expression.

Composition II, Design and Color

Problems and techniques of composition and color. The use of design and color in creative expression with special emphasis on contemporary problems. Spontaneity, soft edge, hard edge, kinetics of shape and color. Prerequisite: Life Drawing II.

Painting II, Life and Portrait

Direct painting with emphasis on life, spontaneity, expression, brush-work, quality of painting technique and the handling of color. Experiments in methods of painting, both past and contemporary, techniques and materials. Prerequisite: Life Drawing II.

ADVANCED COURSES

Drawing III

Advanced drawing, personalized experimental continuation of Life Drawing II. Emphasis on creativity, expression and communication of ideas and/or emotions. Silverpoint, pencil, ink, and experimental media.

Composition III, Painting

Advanced painting and composition, individual, experimental and non-objective. The student develops and tests his own theory, advised and counselled by the instructor. Range: from abstract expressionism to op and high frequency color kinetics.

Painting III, Life and Portrait

Advanced painting, using the life model. Emphasis on individuality, creativeness, experimentation. Range: from magic realism to hard edge and high frequency color kinetics.

Design III, Three Dimensional

Three dimensional work of an advanced nature. Individual, experimental, creative—non-objective. The student develops and tests his own theory in consultation with the instructor.

ATHABASCA

Life Drawing II

Date: Twenty classes commencing October 6, 1971

Advanced Life Drawing III and Painting III

Date: Twenty classes commencing October 6, 1971

BANFF

Life Drawing II

Date: Twenty classes commencing September 28, 1971

Advanced Drawing III and Painting III

Date: Twenty classes commencing September 28, 1971

RED DEER

Life Drawing II

Date: Twenty classes commencing September 30, 1971

Advanced Life Drawing III and Painting III

Date: Twenty classes commencing September 30, 1971

WETASKIWIN

Life Drawing II

Date: Twenty classes commencing October 1, 1971

Advanced Life Drawing III

Date: Twenty classes commencing October 1, 1971

Foundation courses will be offered in the following centres: Arrowwood, Athabasca, Banff, Bon Accord, Camrose, Canmore, Edson, Hughenden-Czar, Lacombe, Medicine Hat, Milo, Nanton, Ponoka, Red Deer, Ralston, Rockyford, Stavely, St. Paul, Strathmore, Three Hills, Trochu, Vegreville, Vulcan, Westlock, and Wetaskiwin.

TEACHING SEMINAR FOR ASSISTANT TEACHERS

Training seminars will be given for Assistant Instructors for Community Art Classes, with special emphasis on teaching methods, curriculum, techniques, presentation, etc. These courses can be attended by invitation only. There is no tuition fee.

Dates: Thursday and Friday, April 6 and 7, 1972

Place: Edmonton

COMMUNITY ART CONFERENCE

Date: April 8, 1972

EDMONTON ART CLASS PROGRAM

A broad program of painting and related subjects is offered through the University Department of Extension in Edmonton during the winter, spring, and summer terms. Instruction is given in drawing, painting, design, sculpture, ceramics, photography, and history of art.

The Department's primary objectives through this program are the fostering of awareness and the developing of individual potential for creativity in each of its students.

The program is so arranged that the student is subjected to a variety of art media and techniques in the basic courses and then progresses towards a concentration in a single area of his own choosing, in which he can channel and develop his full creative potential.

Open House

The Gallery Room and studios will be open to the public for registration and interviewing Tuesday to Friday, September 7 to 10, 1971, from 7 to 8:30 p.m.

Exhibitions

An exhibition of students' work will be on view at the Edmonton Extension Exhibition to be held April 7 to 10, 1972, at Corbett Hall.

Visiting Lecturers

From time to time visiting artists and specialists are invited to give workshops. Separate brochures describe these special events.

Library

The Extension Library and the Adult Student Centre in Corbett Hall are open to all art students for study and research. Current periodicals and reproductions are available in the Gallery Room.

Painting I, Basic

This course is designed specifically for those students who wish to acquire a basic training in painting. Practical work in the studio will include a general survey and exploration of the fundamental principles used in painting. Consideration will be given to the problems of technique and composition.

Dates: Twenty-four Mondays commencing September 27, 1971, 1:30-4 p.m.
Twenty-four Wednesdays commencing September 29, 1971, 1:30-4 p.m.
Twenty-four Wednesdays commencing September 29, 1971, 7:30-10 p.m.
Twenty-four Saturdays commencing October 2, 1971, 9:30 a.m.-12 noon

Composition I, Painting and Design

This course will include study and practical application of principles of composition and picture making, arranging forms, both in two-dimension and in space, and methods of construction in design.

Dates: Twenty-four Wednesdays commencing September 29, 1971, 1:30-4 p.m.
Twenty-four Wednesdays commencing September 29, 1971, 7:30-10 p.m.

Drawing I, Basic

This course is an introduction to drawing with varied media beginning in black and white, line, pattern, and form. Individual assistance will be given and group discussions will be held.

Dates: Twenty-four Mondays commencing September 27, 1971, 7:30-10 p.m.
Twenty-four Tuesdays commencing September 28, 1971, 1:30-4 p.m.
Twenty-four Tuesdays commencing September 28, 1971, 7:30-10 p.m.

Painting II, Design

A study of color, design, and form, this course will include directed experiments in methods of painting, both past and present, and technical use of media.

Dates: Twenty-four Tuesdays commencing September 28, 1971, 1:30-4 p.m.
Twenty-four Tuesdays commencing September 28, 1971, 7:30-10 p.m.

Painting II, Portrait

This course will include drawing and painting from life and portrait models. Varied and creative use of media and techniques will be studied.

Date: Twenty-four Thursdays commencing September 30, 1971, 7:30-10 p.m.

Drawing II, Life

The theory and practice of drawing, this course is an analysis of masters' drawings and the study of line, form, pattern, light, and shade. Portrait and figure construction will be studied as well as life drawing using both long and quick poses.

Dates: Twenty-four Mondays commencing September 27, 1971, 1:30-4 p.m.

Twenty-four Mondays commencing September 27, 1971, 7:30-10 p.m.

Painting III, Acrylics

A look at some of the various aspects of acrylics in representational painting used as a water-color media, as an oil media, and as egg tempera media, working from still life, models, and imagination. This course is not for beginners.

Date: Twenty-four Thursdays commencing September 30, 1971, 7:30-10 p.m.

Painting, Landscape

Work in this course will be from observation and imagination in all media. The initial meeting will take place in Studio One, Corbett Hall, but subsequent meetings will be held outdoors, weather permitting.

Dates: Ten Thursdays commencing September 16, 1971, 1:30-4 p.m.

Ten Saturdays commencing September 18, 1971, 1:30-4 p.m.

Drawing and Sculpture II

Drawing and clay modelling from models; portrait and figure, with emphasis on structure and design.

Date: Twenty-four Tuesdays commencing September 28, 1971, 7:30-10 p.m.

Life Drawing

Studio facilities and models will be provided for professional artists and art students—quick and sustained drawings from life. No instruction will be offered.

Date: Twenty-four Fridays commencing October 1, 1971, 7:30-10 p.m.

Life and Portrait Drawing and Painting

Studio facilities and models will be provided for professional artists and art students. No instruction will be offered.

Date: Twenty-four Fridays commencing October 1, 1971, 7:30-10 p.m.

Primitive Art

This is a series of illustrated lectures and discussions on primitive art styles.

Date: Ten Mondays commencing October 11, 1971, 8-10 p.m.

A Community Film Workshop

This is an introductory course in film production.

Dates: Twenty Wednesdays commencing October 13, 1971

Twenty Thursdays commencing October 14, 1971

Ceramics I, Basic

This course includes basic instruction in the design and execution of pottery by various methods including coil, slab, and wheel methods, and glazing.

Dates: Twenty-four Mondays commencing September 27, 1971, 7:30-10 p.m.

Twenty-four Fridays commencing October 1, 1971, 7:30-10 p.m.

Ceramics II

This course is designed especially for those students with previous experience and training. Practical work in the studio will include slab and wheel methods, glazing, and firing.

Dates: Twenty-four Tuesdays commencing September 28, 1971, 7:30-10 p.m.

Twenty-four Wednesdays commencing September 29, 1971, 9:30 a.m.-12 noon

Ceramics III, Advanced

This course includes advanced instruction on the wheel and in ceramic design.

Date: Twenty-four Thursdays commencing September 30, 1971, 7:30-10 p.m.

Ceramics, Sculptural

Basic instruction in ceramic design with emphasis on hand work and sculptural forms using life models.

Date: Twenty-four Wednesdays commencing September 29, 1971, 7:30-10 p.m.

Ceramics—Weekend Workshops

November 5-7, 1971
March 10-12, 1972

PHOTOGRAPHY

Exhibition Printing Procedures

Exploration and application of technical controls used in the preparation of exhibition and archival prints for photographers experienced in black and white photography.

Date: Twelve Thursdays commencing September 30, 1971, 7:30-10 p.m.

The History of Photography

A survey of the vision and techniques of photographers from 1839 to the present including

discussion of the unique nature of the photographic image and its impact on society and art.
Date: Twelve Fridays commencing October 1, 1971, 7:30-10 p.m.

Beginning Photography—Landscape

An introduction to camera techniques with emphasis on color slides for students with little or no experience. Sessions will be held in the field as long as weather permits. (Students should have an adjustable camera and a light meter.)
Date: Twelve Saturdays commencing October 2, 1971, 9 a.m.-12 noon

Advanced Photography—Landscape

Photography of landscape using black and white materials for students experienced in the use of the camera. Darkroom instruction and facilities will be provided. Field trips will be taken as long as the weather permits.
Date: Twelve Saturdays commencing October 2, 1971, 1:30-4:30 p.m.

PRINTMAKING

Practical instruction in the studio will include lecture-demonstrations explaining the use of materials, equipment, printing techniques, and design.

Lithography

Dates: Twelve Mondays commencing September 27, 1971, 1:30-4:30 p.m.
Twelve Mondays commencing January 3, 1972, 1:30-4 p.m.

Intaglio (Etching)

Dates: Twelve Mondays commencing September 27, 1971, 7:30-10 p.m.
Twelve Mondays commencing January 3, 1972, 1:30-4 p.m.

Block Printing

Dates: Twelve Tuesdays commencing September 28, 1971, 7:30-10 p.m.
Twelve Tuesdays commencing January 4, 1972, 7:30-10 p.m.

Silk Screen Printing

Dates: Twelve Wednesdays commencing September 29, 1971, 7:30-10 p.m.
Twelve Wednesdays commencing January 5, 1972, 1:30-4:30 p.m.
Twelve Wednesdays commencing January 5, 1972, 7:30-10 p.m.

Intaglio (Etching) Weekend Workshop

October 29-31, 1971

Lithography Weekend Workshop

November 26-28, 1971

Silk Screen Printing Weekend Workshop

March 3-5, 1972

SPRING AND SUMMER PROGRAM IN ART

Drawing and Painting I (Landscape Theme)

This course will emphasize the landscape theme in both outdoor and studio work.
Date: Ten Mondays commencing April 17, 1972, 1:30-4 p.m.

Drawing and Painting I

Theory and practice of drawing and painting including two-dimensional and three-dimensional studies in monochrome and full color will be studied.
Date: Ten Mondays commencing April 17, 1972, 7:30-10 p.m.

Painting II, Portrait

Drawing and painting from portrait and life models. Varied and creative use of media and techniques will be studied.
Date: Ten Tuesdays commencing April 18, 1972, 7:30-10 p.m.

Drawing and Sculpture II

Drawing and clay modelling from models, portrait and figure, with emphasis on structure and design.
Date: Ten Wednesdays commencing April 19, 1972, 7-10 p.m.

Life Drawing

Studio facilities and models will be provided for professional artists and art students. Quick and sustained drawings from life. No instruction is offered.
Date: Ten Fridays commencing April 21, 1972, 7-10 p.m.

Printmaking (Silk Screen Printing)

This course will concentrate on silk screen techniques. Practical work in the studio will include lecture demonstrations explaining the use of materials, equipment, printing techniques, and design. Students registering for the course are requested to bring one developed roll of 35mm negatives, assorted water-color brushes, cartridge paper, and pencils.
Date: Ten sessions commencing May 8, 1972, 7:30-10 p.m. (Class meets twice a week, five Monday evenings and five Thursday evenings)

Landscape Painting

Work from observation and imagination in oils will be included. The initial meeting will take place in Corbett Hall, Studio 1, but subsequent meetings will be held outdoors, weather permitting.

Dates: Ten Wednesdays commencing April 19, 1972, 1:30-4 p.m.
Ten Saturdays commencing April 22, 1972, 1:30-4 p.m.

Ceramics

Instruction in the design and execution of pottery with emphasis on wheel, decorating, and glazing methods.

Dates: Ten Mondays commencing April 17, 1972, 7:30-10 p.m.
Ten Tuesdays commencing April 18, 1972, 7:30-10 p.m.
Ten Wednesdays commencing April 19, 1972, 1:30-4 p.m.

Natural Pottery and Primitive Firing

Four weekend field trips in the immediate area of Edmonton are planned for the exploration and assessment of clay bodies and primitive firing procedures during the month of June, 1972.

Ceramics

Basic instruction in the design and execution of pottery with emphasis on wheel, decorating, and glazing methods.

Dates: Seven sessions in July, 1972, 9:30 a.m.-12 noon
Seven sessions in July, 1972, 7:30-10 p.m.

Landscape Painting and Photography

A camping workshop is being planned in the coal branch (Robb, Coalspur, Luscar, and the Cadomin area).

Date: July, 1972

Exhibition Printing Procedures

Exploration and application of technical controls used in the preparation of exhibition and archival prints for photographers experienced in black and white photography.

Date: Twelve Thursdays commencing April 20, 1972, 7:30-10 p.m.

The History of Photography

A survey of the vision and techniques of photographers from 1839 to the present including discussion of the unique nature of the photographic image and its impact on society and art.

Date: Twelve Fridays commencing April 21, 1972, 7:30-10 p.m.

Beginning Photography

A general introduction to camera techniques and photographic vision for students with little or no experience. Emphasis will be placed on color slides. (Students should have an adjustable camera and a light meter.)

Date: Twelve Saturdays commencing April 22, 1972, 9 a.m.-12 noon

Advanced Photography— Darkroom Techniques

An introduction to the processing, printing, and mounting of black and white photographs for students experienced in the use of the camera.

Date: Twelve Saturdays commencing April 22, 1972, 1:30-4:30 p.m.

Business and Professsional

CANADIAN INSTITUTE OF MANAGEMENT CERTIFICATE PROGRAM

Arranged and organized by the Department of Extension in co-operation with the Canadian Institute of Management, this program is designed to give a comprehensive coverage in subjects relating to industrial management for individuals in lower management positions.

ADVISORY COMMITTEE

R. R. Faryon, Associate Professor, Department of Extension, The University of Alberta

R. Harmon, Chairman, Education Committee, Edmonton Chapter, Canadian Institute of Management

C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta

S. Seethram, Vice-President, Edmonton Chapter, Canadian Institute of Management

General Information

Lectures are presented once a week for 12 weeks from 7:30 to 9:30 p.m. commencing the week of September 20, 1971. The winter term will commence the week of January 10, 1972. The program is designed to be completed in four years with the completion of eight courses.

Admission Requirements

All inquiries regarding admission to the program should be directed to the Canadian Institute of Management, Box 185, Edmonton, Alberta. Application forms can also be obtained from that address.

Fees and Registration

The course fee, for both the fall and winter courses, is $135 per year. If an individual would prefer to attend only one course per year, the fee is $85. Fees include a membership in the Canadian Institute of Management. Textbook costs are not included in the course fee. Fees should be forwarded to the Canadian Institute of Management, Box 185, Edmonton.

Th University of Alberta reserves the right to restrict registration in any class or cancel any class for which there is insufficient registration.

SUBJECTS

FIRST YEAR

Business Organization (Fall)
Accounting Principles (Winter)

SECOND YEAR

Statistical Concepts (Fall)
Industrial Engineering (Winter)

THIRD YEAR

Manufacturing Controls (Fall)
Marketing (Winter)

FOURTH YEAR

Management of Human Resources (Fall)
Cases and Problems in Administration (Winter)

CERTIFICATE PROGRAM IN COMPUTER PROGRAMMING

This program is arranged and organized by the Department of Extension in co-operation with Administrative Data Processing, the Computing Centre, and the Department of Computing Science. It is designed to aid those individuals who intend to pursue a career in data processing.

ADVISORY COMMITTEE

W. S. Adams, Associate Professor, Department of Computing Science, The University of Alberta

D. H. Bent, Associate Director, Computing Centre, The University of Alberta

R. R. Faryon, Associate Professor, Department of Extension, The University of Alberta

G. F. Gabel, Manager, Systems and Operations, Computing Centre, The University of Alberta

C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta

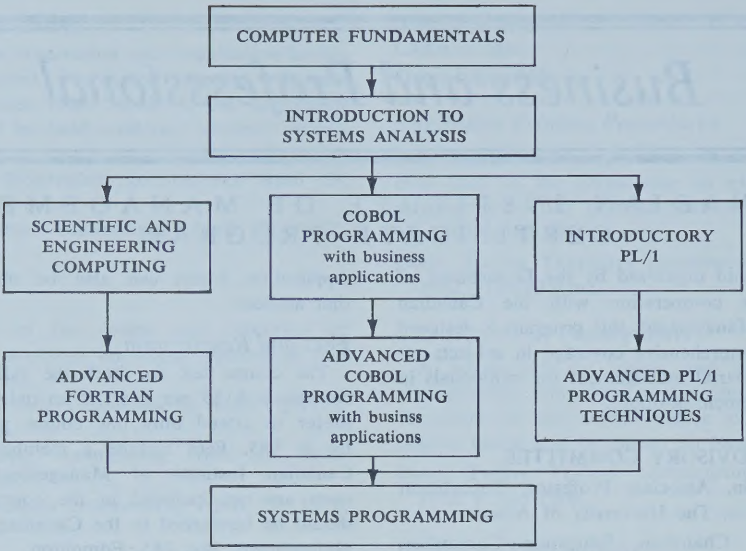
J. A. Ogle, Systems Manager, Administrative Data Processing, The University of Alberta

V. E. Yanda, Manager, Information Services, Computing Centre, The University of Alberta

G. Mulhall, Director, Administrative Data Processing, The University of Alberta

General Information

Students may concentrate on one of the language streams offered in the program—scientific (FORTRAN); business (COBOL); or combination of both (PL/1).


COMPUTER FUNDAMENTALS
INTRODUCTION TO SYSTEMS ANALYSIS
SCIENTIFIC AND ENGINEERING COMPUTING
COBOL PROGRAMMING with business applications
INTRODUCTORY PL/1
ADVANCED FORTRAN PROGRAMMING
ADVANCED COBOL PROGRAMMING with businss applications
ADVANCED PL/1 PROGRAMMING TECHNIQUES
SYSTEMS PROGRAMMING

To qualify for a Certificate, a candidate must complete five subjects in the correct sequence attaining a pass mark in each. Grades are assigned on a pass-fail basis.

Instruction is given in one two-hour or two and one-half hour lectures each week. Students will be required to complete home and laboratory assignments in addition to attending lectures.

Admission Requirements

Applicants should have a senior high school diploma, be over 21 years of age, and have experience in business, industry, or government. All new applications will be placed before the Advisory Committee for consideration. This Committee meets after the registration deadline, and applicants will be advised of their status prior to the first class.

Fees and Registration

Fees vary according to the course, the type of computer utilized, and the number of class sessions as indicated below:

Computer Fundamentals, 10 sessions of two hours duration, $55

Introduction to Systems Analysis, 12 sessions of two and one-half hours duration, $75

Scientific and Engineering Computing, 12 sessions of two and one-half hours duration, $85

COBOL Programming, 12 sessions of two and one-half hours duration, $85

Introductory PL/1, 12 sessions of two and one-half hours duration, $85

Fees are inclusive of textbooks, materials, and the use of The University of Alberta computer.

Cheques for fees must accompany each application. Applications with postdated cheques are not processed until the cheques become due. The Department will invoice employers when advised to do so by the applicants.

The University of Alberta reserves the right to restrict registration in any class or to cancel any class for which there is insufficient registration.

THE CERTIFIED GENERAL ACCOUNTANTS ASSOCIATION OF CANADA

Classes leading to the designation Certified General Accountant are offered each year in Edmonton on the University campus in conjunction with the Certified General Accountants Association.

The program extends over five years. The minimum enrollment requirement is graduation from a secondary school or equivalent if educated outside Canada. However, an applicant who does not meet this requirement may be admitted as a "mature adult." To qualify for admission on this basis, the applicant must be at least 21 years of age and have a minimum of two years of acceptable business experience.

Exemptions

The Association may grant subject credits where an applicant has passed the written examination in a post secondary course, the standards of which are considered sufficiently similar to any subject on the CGA program. A student who feels he is eligible for exemption in any subject offered by the Association must file transcripts of marks attained from such post secondary education institutions along with an evaluation review fee of $20 no later than September 1, 1971.

Registration

Application for enrollment should be made in conjunction with the following schedule: full academic or first semester new undergraduates, by September 15, 1971; promoted or repeating undergraduates, by August 15, 1971; and second semester applicants, by February 1, 1972.

Application forms may be obtained from the office of the Association after June 1, 1971.

Fees

Subject fees vary with the length of the course. There is a basic fee of $50 for each semester. All fees must accompany application for enrollment.

Lesson Assignments

Both lecture and correspondence students are obliged to submit the assignment material indicated in their lesson note booklets. Mailing and return envelopes are provided by the Association as well as necessary working paper.

Lessons must be submitted in the prescribed order and not later than the dates shown on the timetable provided to every student.

An assignment may be submitted up to 14 days late only if it is accompanied by a late marking penalty. In no case is an assignment over 14 days late acceptable.

Examinations

Examinations are held twice yearly and are scheduled so that they do not interfere with normal working hours. All papers are of three hours duration.

Information

More information and brochures can be obtained from the Department of Extension, The University of Alberta, Edmonton, at 439-2021, ext. 35, or The Certified General Accountants Association, 760, 404 - 6 Avenue S.W., Calgary 2, Alberta, at 262-9222.

SUBJECT OUTLINES

Accounting

Topics to be covered in accounting courses are detailed principles and practices in accounting for service, merchandising, and manufacturing enterprises under single, partnership, and corporate forms of organization, including income determination, asset valuation, and statement presentation under federal and provincial companies acts; principles and practices in materials, labor, and expense costing—job, process, and standard costing; budgeting and forecasting; distribution and differential costing; financial analysis and interpretation; source and application of funds and cash flow analyses; theory of income measurement and income tax allocation; financial reorganizations; internal control; foreign and branch operations; consolidation accounting; mergers and pooling of interest; fund accounting; executorship and receivership accounting; and advanced theory.

Law

The law of contracts with particular reference to contracts for the sale of goods will be covered as will negotiable instruments and principles of agency, partnerships, and company law.

Selected federal and provincial statutes illustrating legal problems of special interest to persons in business will be discussed. In particular, a study will be made of legislation on taxation, labor standards, compensation, unemployment insurance, banking, and combines and monopolies.

Auditing

This course will cover the detailed theory and practices in the audit of cash, receivables, inventories, investments, prepaid expenses, deferred charges, tangible and intangible fixed assets, liabilities, proprietorship, revenue and expense; statement presentation; the audit report; legal responsibilities and professional ethics; investigations; and specialized audits.

Mathematics and Finance

This course will present the study and application of the principles of financial mathematics including compound interest, dated values, equivalence of sets, simple ordinary annuities, annuities due and deferred annuities, price and yield of bonds, and application to concepts of depreciation and depletion.

Managerial Statistics

In this course, the value of statistical techniques, measures of central tendency and dispersion; sampling, correlation analysis, the use of index numbers and ratios, and statistical inference and the problems of interpretation will be studied.

Information and Computer Systems

The application of management principles to systems design will be covered with particular emphasis on organization, methods, personnel, physical factors, and control; components and operation of a computer system; system controls and audit trails, standard techniques of problem solving, and trends of the future; and computer programming using the Basic language.

Economics (for Financial Management)

In this course, the nature of economics will be presented along with the economic role of government; national income analysis; prices, money and the banking system; the central bank and monetary analysis; supply and demand; the theories of costs and utility; imperfect competition in the real world; and international trade and finance.

Taxation

This course will provide a detailed study of the Income Tax Act and determination of taxable income and tax payable thereon for individuals and corporations; gift and estate taxation.

Financial Controllership

The place of the controller in the business enterprise will be discussed, as will the techniques of the controller and the degree of his responsibility for financial planning and control, including the provision of long and short term capital, and the determination of cost and utilization thereof.

COURSES BEING OFFERED IN 1971-1972 ACADEMIC YEAR

Subject Number	*Title*	*Fee*	*Duration*	*Semester*	*Prerequisites*
FIRST YEAR					
101	Accounting (Financial)	$75	15 weeks	Fall	Admission
108	Law (Business and Statute)	$75	15 weeks	Winter	Admission
SECOND YEAR					
102	Mathematics of Finance	$35	7 weeks	Winter	Admission
103	Managerial Statistics	$40	8 weeks	Winter	Admission
221	Accounting (Financial)	$75	15 weeks	Fall	101

THE INSTITUTE OF CANADIAN BANKERS' PROGRAM

This program is arranged and organized by the Department of Extension and the Faculty of Business Administration and Commerce in co-operation with the Institute of Canadian Bankers.

The program provides formal education for staff members of Canadian chartered banks who wish to assume greater responsibilities in banking. It is intended to complement, rather than replace, the job training of the individual bank.

ADVISORY COMMITTEE

R. R. Faryon, Associate Professor, Department of Extension, The University of Alberta

L. C. Leitch, Associate Vice-President (Finance and Administration), The University of Alberta

C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta

B. L. Robinson, District Co-ordinator, Institute of Canadian Bankers, Edmonton

General Information

Fifty hours of instruction per course are offered either in 25 two-hour sessions meeting once a week with classes ending in April or 20 two and one-half hour sessions meeting twice a week with classes ending in December. Both kinds of classes are scheduled to commence the week of October 4 ,1971.

Students are required to complete home assignments and write at least two examinations in each subject in addition to attending lectures.

To qualify for recognition in each of the three parts of the Institute program, students are required to attain a minimum grade of 50 per cent in each of the compulsory courses.

Admission Requirements

Complete information regarding the requirements of the program may be obtained from the applicant's staff or personnel department.

Students being transferred from or to Edmonton should contact the Institute of Canadian Bankers for information about correspondence courses and courses offered in other areas.

Students should be aware that even though Calgary and Edmonton have an exchange program, the course content may not be identical and some problems might be encountered in transferring. It is important that the Department of Extension be informed immediately of transfers.

Fees and Registration

The fee for each of the subjects is $100 inclusive of tuition, textbooks, and materials.

Applications, available from the staff or personnel department of the applicant's bank, must reach the Department of Extension by September 3, 1971.

COURSES OFFERED BY THE DEPARTMENT OF EXTENSION WHICH ARE RECOGNIZED BY THE INSTITUTE OF CANADIAN BANKERS

PART I
Letter of Accomplishment

Introduction to Banking	As described below
Business Administration in Canada	*Business Organization and Administration

PART II
Associate Certificate (AICB)

First Year

Management Accounting	*Financial Accounting and Managerial Controls
Communications (Interpersonal Communications in Organization)	*Business Communications

Second Year

Economics	*Canadian Economic Development
Legal Aspects of Business	*Commercial Law

PART III
Fellow's Diploma (FICB)

First Year

Management I (Organizational Behavior)	*Personnel Administration
Management II (Business Policy)	*Business Policy

Second Year

Two optional subjects chosen from:

Finance	*Business Finance
Quantitative Methods (Computers, Management Information Systems, and Business Mathematics)	*Commercial Data Processing
Marketing	*Marketing
Money and Banking (Not offered at The University of Alberta)	

*Course descriptions are listed in the Management Certificate Program outlined in this publication.

The following general information applies to Certificate programs in Management Development, Management Science, and Personnel Administration:

Withdrawals

As many students are turned away because of lack of space in particular classes, requests for refunds will not be considered after the second lecture has been presented. Refund requests must be in writing and should be addressed to the Registrar, Department of Extension, The University of Alberta, before the second lecture. A $10 registration fee, plus a pro rata charge for the first lecture, will be withheld from all refunds. The cost of textbooks is also withheld, unless the books are returned to the Department unmarked.

Supplemental Examinations

Supplemental examinations can be written by those students who were unsuccessful in their courses and who are deemed eligible by their instructors. A student is permitted to write only two examinations in any one subject without reapplying for registration.

Supplementals are written in September and a fee of $10 is charged for each examination. No supplementals are granted in the Computer Programming Certificate Program.

Discounts to Staff of The University of Alberta

The University of Alberta academic and non-academic staff are entitled to a 10 per cent discount on fees for courses in the certificate programs. Applicants should inform the Department of Extension of their staff status when applying.

MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM

This program will provide an opportunity to examine key business areas and develop the skills and perception necessary for the development of a manager. Arranged by the Department of Extension in association with the Faculty of Business Administration and Commerce, this series is open to both men and women who have assumed, or shortly will be assuming, positions of responsibility in management.

ADVISORY COMMITTEE

Duncan Campbell, Director of Extension, The University of Alberta
R. R. Faryon, Associate Professor, Department of Extension, The University of Alberta
D. S. K. Gray, President, Western Mack Truck and Equipment Limited, Edmonton
J. R. Kandler, Comptroller-Administration Manager, Healy Ford Centre, Edmonton
C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta
R. E. Schneck, Associate Dean, Faculty of Business Administration and Commerce, The University of Alberta
I. K. Sutherland, Vice-President, North Western Pulp and Power Limited, Hinton
R. Sutherland, President, Canadian Engineering Surveys, Edmonton
R. B. Wishart, Administrator of Student Awards, The University of Alberta

General Information

Fifty hours of instruction will be presented in 25 two-hour sessions offered once a week commencing the week of October 4, 1971, and ending in April or 20 two and one-half hour sessions offered twice a week on Mondays and Thursdays commencing the week of October 4, 1971, and ending in December.

Students are required to complete home assignments and write at least two examinations in each subject in addition to attending lectures. To qualify for The University of Alberta Certificate in Management Development, a candidate must complete three compulsory and three optional subjects with a minimum grade of 50 per cent, and obtain at least 65 per cent in two of these subjects.

Admission Requirements

Applicants to this program will be expected to have a senior high school diploma and be over the age of 25 in addition to having recognized experience in a managerial position.

Applications are invited from members of business and industrial firms, labor organizations, and the civil service.

Those who lack Grade XII standing but who have had suitable experience may be admitted to the program conditionally and if successful invited to continue.

Fees and Registration

The fee per subject is $100 and is inclusive of textbooks and materials. Students may be asked to purchase additional reference books by their instructors.

Cheques for fees must accompany each application. Applications with postdated cheques are not processed until the cheques become due. The Department will invoice employers when advised to do so by the applicants.

The University of Alberta reserves the right to restrict registrations in any class or cancel any class for which there is insufficient registration.

Individual subjects in the Management Development Certificate Program will be offered in Grande Prairie, Lethbridge, Olds, Hinton, Fort Smith, and Yellowknife in 1971-72.

COMPULSORY SUBJECTS

Business Organization and Administration

Organizations will be examined from a behavioral science point of view including emphasis on interpersonal relations, small group functioning, and formal organization.

Canadian Economic Development

Basic economic theory and the techniques used in modern economic analysis will be dealt with as well as the factors influencing Canada's economic development.

Financial Accounting and Managerial Controls

This course looks at how accounting can provide information to serve the management decision-making process. Attention is given to traditional accounting only in so far as it will aid understanding.

OPTIONAL SUBJECTS

Personnel Administration

Emphasis will be on developing competence in problem solving techniques. The traditional areas of personnel administration will form the basis for this approach.

Commercial Law

The complexities of commercial law will be introduced with special reference to the law of contracts, sale of goods, conditional sales, bulk sales, and agency.

Marketing

An introduction of basic principles, the course will provide a foundation for examining business operations and consumer behavior through the use of case analysis.

Production Management

Case studies will be used in examination of the problems and techniques of increasing and controlling productivity. Topics include Critical

Path Methods and other associated uses of computers.

Business Communications

The obstacles posed by modern society to the processes of understanding and being understood will be attacked using a variety of approaches and techniques. Topics to be covered will include programmed learning, group dynamics, self connection, and the psychology of communications.

Business Finance, Business Policy, and Commercial Data Processing will not be offered in 1971-72.

MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM FOR EDMONTON POLICE

This program is arranged and organized by the Department of Extension in co-operation with the Edmonton Police Department.

The objective of the program is to train senior administrative officers with the Police Department in the principles of management.

ADVISORY COMMITTEE

G. J. Bishop, Staff Inspector, Training Officer, City of Edmonton Police Department

R. R. Faryon, Associate Professor, Department of Extension, The University of Alberta

C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta

H. I. Moore, Chief Constable, Superintendent of Administration, City of Edmonton Police Department

General Information

Fifty hours of instruction per course are offered in 25 two-hour sessions commencing the week of September 27, 1971. In each course, classes will be held once a week from 7:30 to 9:30 p.m.

Students are required to complete home assignments and write at least two examinations in each subject, in addition to attending lectures. To qualify for the Certificate in Management Development, candidates must successfully complete six subjects with a minimum grade of 50 per cent and obtain at least 65 per cent in two of these subjects.

Admission Requirements

All participants will be selected by the City of Edmonton Police Department in consultation with the Department of Extension.

Application forms can be obtained through the Police Department.

Applications must be received by the Department of Extension by September 3, 1971.

The University of Alberta reserves the right to restrict registration in any class or cancel any class for which there is insufficient registration.

Courses offered in 1971-72 are Business Organization and Administration, and Personnel Administration. Please see the course descriptions as outlined under the Management Development Program in this publication.

MANAGEMENT SCIENCE CERTIFICATE PROGRAM

The Management Science Program is arranged and organized by the Department of Extension in co-operation with the Faculty of Business Administration and Commerce, the Department of Computing Science, and Computing Services, The University of Alberta. It will be of interest to executives who wish to understand in some depth the application of computers and management science; to graduate engineers wishing to shift from their technical field to quantitative management areas; to business graduates with a limited background and experience in the management sciences; and to computer programmers and systems analysts concerned with business applications.

The program is composed of four courses each consisting of 50 hours of classroom lectures.

A detailed brochure on the Management Science Certificate Program is available upon request from The Department of Extension, Corbett Hall, The University of Alberta, telephone 439-2021.

Introduction to Management Science

A descriptive overview of the philosophy, techniques, and implementation of management science in organizations, this course will analyze the systems approach, problem formulation, theories of operations research, and the implementation and control of solutions. The basic mathematical tools essential for an understanding of the approach will be presented.

Systems Analysis—Theory and Application

An examination of the identification, analysis, and correction of systems design problems in organizations will constitute part of this course. In addition, there will be an analysis of simulation and management games, the use of computers in systems design, and the methods of managing a systems study.

Techniques of Operations Research

A more advanced study of the operations research methods discussed in the first course, this course will analyze linear programming, network analysis, production and inventory control and decision making under uncertainty.

Case Studies and Implementation in Management Science

This course attempts to integrate the theories and methods presented in the first three courses through case studies and analysis of large scale problems. Students will be given an opportunity to carry out individual and group projects.

PERSONNEL ADMINISTRATION CERTIFICATE PROGRAM

Arranged and organized by the Department of Extension in co-operation with the Faculty of Business Administration and Commerce, and the Edmonton Personnel Association, this program is designed to provide a pertinent educational background and a knowledge of up-to-date methods for people in the personnel field.

ADVISORY COMMITTEE

W. H. Chidgey, Staffing and Development Officer, Department of Public Works, Government of Canada, Edmonton

R. R. Faryon, Associate Professor, Department of Extension, The University of Alberta

J. Livingstone, Assistant Director, Northwestern Utilities Limited, Edmonton

C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta

J. W. Morrill, Personnel Manager, R. Angus Alberta Limited, Edmonton

A. G. Perroni, Associate Professor, Faculty of Business Administration and Commerce, The University of Alberta

K. Robertson, Public Service Commissioner, Government of the Province of Alberta, Edmonton

E. S. Shihadeh, Associate Professor, Faculty of Business Administration and Commerce, The University of Alberta

W. G. Wright, Superintendent of Industrial Relations, The Steel Company of Canada, Limited, Edmonton

General Information

For those courses of 50 hours of instruction, classes will be offered in either 25 two-hour sessions offered once a week commencing the week of October 4, 1971, or 20 two and one-half hour sessions offered twice a week on Mondays and Thursdays commencing October 4, 1971.

For those courses of 30 hours of instruction, classes will be offered in 15 two-hour sessions offered once a week commencing the week of September 27, 1971.

Students are required to complete home assignments and write one or two examinations in each subject in addition to attending lectures.

To qualify for a University of Alberta Certificate in Personnel Administration, students must complete all eight subjects with a minimum grade of 50 per cent in each.

Admission Requirements

Applicants to this program will be expected to have a senior high school diploma and be over the age of 25, in addition to having recognized personnel or supervisory experience in a managerial capacity. Applications are invited from business and industrial firms, labor organizations, and the civil service.

Those who lack Grade XII standing but who have had suitable experience may be admitted to the program conditionally on the recommendation of the Advisory Committee and, if succesesful, be invited to continue.

Fees and Registration

The fee for each of the 50-hour subjects is $100 and the fee for the 30-hour subjects is $65. The course fee is inclusive of textbooks and materials. Applications for subjects commencing in September must be received before September 3, 1971.

The University of Alberta reserves the right to restrict registration in any class or cancel any class for which there is insufficient registration.

Business Organization and Administration

Organization will be examined from a behavioral science point of view including emphasis on interpersonal relations, small group functioning, and formal organization. (50 hours)

Canadian Economic Development

Basic economic theory and the techniques used in modern economic analysis will be dealt with as well as the factors influencing Canada's economic development. (50 hours)

Personnel Administration

Emphasis will be on developing competence in problem solving techniques. The traditional areas of personnel administration will form the basis of this approach. (50 hours)

Labor Economics

This course will provide the student with a working knowledge of the economic theory effecting labor and the labor movement. Students must have taken Canadian Economic Development. (30 hours)

Training and Development of the Work Force

This course helps to equip the student to understand responsibilities in assisting the business organization to acquire and develop the human resources it needs to meet its objectives. (30 hours)

Labor Relations

Provincial legislation, bargaining, conciliation, and arbitration, among other topics, will be covered to prepare the student for dealing with union and other labor relations problems.

Salary and Wage Administration

This course informs the student about theory and practice in the area of establishing compensation procedures for various levels of employees. (30 hours)

Techniques of Interviewing

Interviewing techniques and types of interviews will be examined with discussion on the application of these and related principles to various areas of the personnel function. Practical application will be stressed where possible within the framework of the subject area. A detailed brochure outlining the subjects and the schedule of classes is available. (30 hours)

REAL ESTATE CERTIFICATE PROGRAM

This program is arranged and organized by the Department of Extension in co-operation with the Faculty of Business Administration and Commerce, The University of Alberta, and the Alberta Real Estate Association.

The program will be of interest to real estate personnel, public and private investors, lenders, construction personnel, and interested individuals who wish to obtain a knowledge of basic real estate concepts and practices. Specialized real estate subjects are combined with basic business courses to provide the student with a broad based program that may be selected to meet his specific requirements.

The certificate program is intended to raise the standards of the real estate practitioner and to give him the opportunity to develop skills and understanding which will contribute toward his professional development.

ADVISORY COMMITTEE

Duncan Campbell, Director of Extension, The University of Alberta

D. A. Bancroft, Professor, Department of Extension, The University of Alberta

C. W. Carr, Secretary-Treasurer, Alberta Real Estate Association

J. Kent Lyle, F.R.I., Member, Alberta Real Estate Association

M. H. Fisher, Deputy Commissioner of Real Estate, Department of Provincial Secretary, Government of Alberta

G. B. Buchwald, F.R.I., Chairman, Education Committee, Alberta Real Estate Association

E. Bruce Graham, Member, Alberta Real Estate Association

S. M. McFadyen, Assistant Professor, Faculty of Business Administration and Commerce, The University of Alberta

G. Reschenthaler, Associate Professor, Faculty of Business Administration and Commerce, The University of Alberta

R. Smith, Assistant Professor, Faculty of Business Administration and Commerce, The University of Alberta

G. Linder, Administrative Officer, Division of Continuing Education, The University of Calgary

D. J. Weideman, Assistant Professor, Department of Extension, The University of Alberta

General Information

Fifty hours of instruction will be presented either in 25 two-hour sessions offered once a week commencing the week of October 4, 1971, and ending in April, or 20 two and one-half hour sessions offered twice a week on Mondays and Thursdays commencing the week of October 4, 1971, and the week of January 10, 1972, and ending either in December or in April.

Students are required to complete home assignments and write at least two examinations in each subject in addition to attending lectures.

To qualify for the Real Estate Certificate a candidate must complete three major courses of 50 hours duration of which Commercial Law is compulsory, and three minor courses of 30 hours duration. Optional subjects are offered in both the major areas of study and the minor areas of study to allow the students to select the subject that will best suit their needs.

Admission Requirements

Applicants to this program will be expected to have a senior high school diploma and be over the age of 25 in addition to having recognized experience in management.

Those who lack Grade XII standing but who have had suitable experience may be admitted to the program conditionally and if successful invited to continue.

Fees and Registration

The fee per major subject is $100 and is inclusive of textbooks and materials. The fee per minor subject is $65. Students may be asked to purchase additional reference books by their instructors.

Cheques for fees must accompany each application. Applications with postdated cheques are not processed until the cheques become due. The Department will invoice employers when advised to do so by the applicants.

The University of Alberta reserves the right to restrict registrations in any class or cancel any class for which there is insufficient registration.

Individual subjects in the Real Estate Program will be offered in Grande Prairie, Lethbridge, Olds, Hinton, and Fort Smith in 1971-72.

Please note that while the major subjects will be offered outside Edmonton, the minor subjects will not. In order to complete the program, students will have to complete three minor courses in Edmonton or Calgary.

The following are major subjects of 50 hours. Three of these courses are required:

Business Organization and Administration
Canadian Economic Development
Financial Accounting and Managerial Controls
Marketing
Business Communications
Commercial Law (compulsory)

For course descriptions, please see the Management Development Program listed elsewhere in this calendar.

Appraisal of Real Property, Urban Studies, Land Planning and Development, and Real Estate Finance are minor subjects of 30 hours. Three of these are required, but are not offered in 1971-72.

THE SOCIETY OF INDUSTRIAL ACCOUNTANTS CERTIFICATE PROGRAM

Commencing September, 1971, a revised program of courses leading to the designation Registered Industrial Accountant will be offered in Edmonton on the University campus in conjunction with the Society of Industrial Accountants of Alberta.

Courses extend over a period of five years and are offered on a semester system. Students are required to complete the courses of study and submit 80 per cent of lesson assignments before being permitted to write the professional examinations. Examinations are held in January and May and are set by the Examination Board of the Society of Industrial Accountants of Canada. The pass mark in each examination is 60 per cent.

Admission Requirements

The courses of the Society are available only to the membership. The annual student membership fee is $20 for those enrolled in the courses. This fee covers the 12-month period from July 1 to June 30.

Graduation from two year business programs of a recognized college or technical institute, senior matriculation, and/or equivalents are the desired standards of admission. However, students with a high school diploma may be accepted. All admissions are subject to approval of the Qualifications Board.

Registration

Lecture and correspondence students must enroll by August 26, 1971, for the fall semester and by December 31, 1971, for the winter semester.

Information

Further information regarding the program of the Society may be obtained by writing to The Society of Industrial Accountants of Alberta, 602 Lougheed Building, 604 - 1 Street S.W., Calgary 2, Alberta, telephone 429-3666 for Edmonton residents.

LEVEL ONE

Principles of Accounting

The measurement and communication of economic information as well as the collection of data and the total accounting information system will be studied. Income measurement and periodic adjustment, preparation of statements, accounting for assets, liabilities, owner's equity and intercorporate investments, and an introduction to funds statements and analysis of financial statements will be discussed.

Dates: Fourteeen weeks commencing September, 1971

Fourteen weeks commencing January, 1972

Introductory Economics

This course will explore the economics and central problems of every economic society. The theory of supply and demand, competitive markets, cost curves, production choices and cost will be studied as will the characteristics of monopolies and oligopolies, allocation of resources, national output and income, and determinants of gross national product. Investment, money, prices and inflation and goals of economic policy will also be discussed.

Dates: Ten weeks commencing September, 1971
Ten weeks commencing January, 1972

Report Writing

Language and grammatical aspects of words, sentence structure, and punctuation will be presented along with the method of report formation and presentation, various types of reports such as letters, memoranda, short reports, bulletins, management reports, and formal reports will be covered. An introduction will be given to the analysis of complex business cases and the writing of management reports.

Dates: Ten weeks commencing September, 1971
Ten weeks commencing January, 1972

Data Processing Equipment and Programming

Topics to be studied in the course will be punched cards and unit record equipment, evolution of computers and number systems, types of computers and main components, peripheral equipment and input-output media, and programming.

Date: Ten weeks commencing January, 1972

Business Mathematics

This course will provide a review of algebra, organizing statistical data, charting and graphs, simple and compound interest, bonds, amortization and sinking funds, investment decision-making, annuities, perpetuities, matrices, and the algebra of sets.

LEVEL TWO

Accounting Theory and Problems

Topics to be covered in this course are economic and accounting concepts of cost and value, asset cost and expiration, appraisal of principles, limitations of statements, multiple reporting objectives, working capital and funds flow, life assets and liabilities, long-term investments and limited companies, and the interpretation of statements: internal-external analysis.

Commercial Law

Law of contracts and agency, sale of goods and methods of securing debts, partnerships, corporation law, and securities legislation will be studied in this course along with negotiable instruments, bankruptcy, torts, insurance, real property, labor relations, welfare legislation, restrictive trade practices legislation, and consumer protection. Commercial law variations from province to province will be discussed.

Organizational Behavior

Conceptual foundations of organizational behavior will be discussed in this course as will psychological and social factors in organizational behavior. Society as a social system, social psychology and the prediction of human behavior, interplay of individual, group, and total society will also be studied.

Taxation

In this course, the general objectives of federal tax policy and the role of business income taxation will be discussed along with capital cost allowance, computation of taxable income and taxes payable, individuals and corporations, returns, payment of tax, assessments, appeals, and miscellaneous taxes—gift, estate, excise, and sales.

LEVEL THREE

Accounting for Cost Determination, Analysis, and Control

The framework of managerial accounting will be presented including cost concepts and terminology, measurement and accumulation of costs, job order cost and cost control, process costing, spoilage, joint and by-product costing, models for budgeting, linear programming applications, budget simulation, pro-forma financial statements, cost behavior, and flexible budgets.

Quantitative Methods for Analysis and Decision-Making

A review of algebra, this course will cover matrices and vectors, set theory statistics, operations research, sequences, analysis, smoothing, and decision making under uncertainty.

LEVEL FOUR

Accounting for Management Planning and Control

Input-output analysis for planning, cost-volume-profit relationships, and break-even analysis are among the topics to be covered in this course. Others are standard costing, variance analysis, corrective action, full and direct costing, responsibility accounting, control of non-manufacturing costs, profit centre analysis and intra-company transfer pricing, relevant costing, opportunity costs, types of decisions, marginal analysis model, and distress and special order pricing.

Financial Management

The role of finance and its implication for risk, income, and control will be discussed along with credit conditions and the firm's state of liquidity, sources of capital and corporate borrowing and financial intermediaries, debt, risk, profitability, and investment decision-making.

Selected Topics and Contemporary Issues in Accounting

This course will cover accounting for foreign operations, corporate re-organizations, contemporary issues, and intercorporate investment as well as business combinations, purchase or pooling, income-tax allocation, accounting for price level changes, pensions, leases, and human resource measurement and goodwill.

LEVEL FIVE

Information Systems: Analysis, Design and Implementation

In this course information theory, systems concepts, data processing systems, management information systems, information technology, planning analysis and implementation, and post-instalation evaluation and systems audit will be discussed.

Operational Auditing

Audit theory, philosophy and process, nature of auditing, external and management (operational) auditing will be discussed in this course as will audit evidence, internal control, sampling, auditor's responsibility, audit of the operation, manufacturing, inventory, procurement, sales and advertising, information systems, planning and control procedures, and managerial performance.

Management: Processes and Problems

This course will discuss management of organization, planning for profit, sales, production, and allocation of resources, organizational design and the function of organizing in the achievement of purpose, and professional management for the present and future.

GENERAL BUSINESS AND PROFESSIONAL COURSES

Accounting for Management: An Introduction

This ten-week course in accounting is aimed primarily at businessmen who have a minimal exposure to accounting. The individual who would like to better understand that monthly statement which passes across his desk should benefit from this course. It will explain the nature and uses of accounting through examination of basic concepts. Topics include determination of income, measurement of revenues and expenses, cash and accrual basis of accounting; measurement of assets and valuation problems; measurement of liabilities and owner's equity; funds flow statements—cost, working capital; financial statement analysis; cost-volume-profit analysis for manment analysis; cost-volume-profit analysis for managerial decision-making; budgeting purposes, limitations, organization; responsibility accounting—divisional decentralization and profit reporting.

Date: Ten Tuesdays commencing October 5, 1971, 7:30-9:30 p.m.

Supervisory Techniques

This course is designed to acquaint the supervisor with the basic tenets of man-management and to assist in the development of his supervisory skills. Lectures, case studies, role plays, games and films will be utilized to create an experience designed to achieve this objective. The course will be beneficial to both beginning and experienced superivsors.

Dates: Nine Mondays commencing September 27, 1971, 7:30-9:30 p.m. and day seminar December 11, 1971

Nine Tuesdays commencing September 28, 1971, 7:30-9:30 p.m. and day seminar December 4, 1971

Management of Personal Finances

The object of this course is to provide a background for successful family finances. It will be of particular interest to new families and investors. Topics to be discussed include budgeting, borrowing, savings, life insurance, retirement plans, investing in stocks and bonds, home ownership, estate planning, business ventures, and related areas.

Date: Eight Mondays commencing September 27, 1971, 7:30-9:30 p.m.

Explorations in Management

This program is intended for senior level managers who are interested in broadening their concepts of management. The emphasis will be on open-end discussion of books which illustrate varying points of view in considering the philosophical dimensions of management. The group will meet the first Friday of each month at lunch in the Faculty Club of The University of Alberta. Informal discussion of the book for the day will follow. The books are *The History of Management Thought,* Claude S. George Jr.; *The Practice of Management,* Peter F. Drucker; *Eupsychian Management,* Abraham H. Maslow; *Management and Machiavelli,* Anthony Jay; *The Professional Manager,* Douglas McGregor; and *The Age of Discontinuity,* Peter F. Drucker.

The class will be limited to 20 students. Dr. W. A. Preshing, Director of Institutional Research and Planning, will act as chairman.

Date: Six Fridays (monthly) commencing October 1, 1971, 12 noon-3 p.m.

Technical Report Writing

This course is designed to help the student improve his ability to communicate ideas in writing. Each registrant will be expected to write sample reports and other exercises which will be reviewed by the instructor on an individual basis.

The course will cover elements of written communication, organization of reports, technical report styles, and special problems of technical reports.

Date: Eight Wednesdays commencing October 6, 1971, 7:30-9:30 p.m.

Preparation and Presentation of Project Reports

This is a workshop in the application of scientific methods to the planning, collection, and presentation of data from research and technical projects of value to businessmen, researchers, technicians, students, and anyone else involved in preparing written progress and final reports of assignments.

Topics to be discussed will include the design of a methodology for the collection of data, preparation of progress reports, use of scientific research methods, selection of report presentation forms, and audio-visual presentations in addition to print formats.

Date: Eight Wednesdays commencing October 13, 1971, 7:30-9:30 p.m.

The Open Organization

The purpose of this seminar is to review the research and theory which provides the impetus for the movement of firms toward more open, participative forms of organization. The course will survey actual organizational innovations in this direction made by North American companies. It will provide participants with first-hand experience with how effective and comfortable they are likely to be in "open" and in "closed" organizations.

Date: October 14 and 15, 1971, 8:30 a.m.-4:30 p.m.

Short Course on Work Design

This course is designed for managers, administrators, and others responsible for people at work in groups of any size with both small and large scale inputs. Topics include the theory, systems definitions and axioms, design matrices, systems elements, and check-lists. These will be illustrated with examples from industry, hospitals, farming, and clerical systems. The techniques of value analysis, critical examination, management by objectives, and operations research will be contrasted with ideals systems strategy. The third session will be after a break of three weeks and will be team development of systems projects preferably those taken from the situations in which some of the students work. Students will thus acquire both the theory and guidance in their first application.

Date: October 15, 22, and November 12, 1971

A Practical Approach to Construction Management

This seminar is designed to improve the management skills of people in the construction industry. It should be of particular value to general managers, division managers, senior superintendents, project managers, project engineers, estimating engineers, and contract administrators. It will emphasize both traditional and modern management techniques. The information presented will provide the practitioner with a wide range of tools from which he will be able to choose those appropriate for almost any situation he may face. It should provide an opportunity for Western Canadian construction managers to refresh their theoretical knowledge and improve their practice.

Date: December 3-4, 1971, 9 a.m.-4:30 p.m.

Colloquium VIII—Canada

This year Colloquium VIII will take a look at significant issues in Canadian life as viewed through the eyes of Canadian authors. Books selected by the guest speakers, who will lead the group in a free and lively discussion, will be in the area of history, politics, economics, education, the northern frontier, art, ecology, law, and literature. This is not meant to be an experience in nationalism but rather a way, following in the tradition of previous colloquia, to explore and become more familiar with Canadian thought.

After dinner at the Faculty Club, the participants will hear a short introduction of the topic and book selection by the guest speaker before the group discussion begins.

Term: Fall, 1971

ACCIDENT PREVENTION ADMINISTRATION

This three phase program is designed to provide participants with knowledge of current techniques in occupational safety practices. A certificate is awarded by the Alberta Association of Safety Personnel to those successfully completing the three phases. This program is of particular interest to members of the safety Personnel Association and any others involved in occupational health and safety. Registrants should have a high school diploma and/or experience in the related field.

Phase I: Fundamentals of Accident Prevention

This introductory course includes the history of the safety movement, accident prevention relating to injury costs, job and equipment safety

analysis, fire prevention, safety standards, and safety in the 1970's.
Term: Fall, 1971

Phase II: Industrial Hygiene

This course deals with the classification and effects of harmful materials encountered by workers, protection against these substances including radiation, industrial noise, air and water pollution, and explosion hazards.

Phase III: Administrative Practice

This course includes the application of the behavioral sciences to the development of the organization relating to safety administration. Leadership style and labor management, communicating the "safety philosophy", and communication in safety administration will be discussed.

Management by Objectives

Successful managers know that good, realistic objectives are essential to their job and their organization's results. The seminar will begin by discussing the basic concepts and theories underlying management by objectives and will proceed through the practical problems in applying it. The relationship of management by objectives to such key areas as control, promotion, performance appraisal, and job descriptions will be discussed. It will consider problem solving by objectives and the integration of this approach with individual management development programs.
Term: Fall, 1971

Estate Planning for Businessmen

This is a practical course designed for the business executive who wants an appreciation of the most effective methods of estate planning and their tax consequences. Various tools and techniques of estate planning a personal corporation are discussed such as wills, trusts, gifts, joint ownership, life insurance, and estate freezing plans. The material presented approaches estate planning problems from the view of the non-expert.
Term: Winter, 1972

Interpersonal Relations for the Businessman

This three-day seminar will present and discuss new techniques in interpersonal relations with a look at their practical application in business and everyday life. Assisting participants to increase their skill and understanding in dealing with people to achieve successful personal interaction is the major purpose of the program. It will concentrate on interpersonal problems in business and sharpen the skills needed for success in management and sales. Topics will include understanding people, leading people to think, arousing and sustaining interest, gaining co-operation, making ourselves understood, and gaining and keeping the confidence of others.
Term: Winter, 1972

Management for Proprietors and Partners of Retail Establishments

Through evening lectures and workshops this course will attempt to focus on the problems of starting and managing smaller businesses. Topics will include formation of a business, management principles, business policies (long range planning), marketing and advertising, store site location and store layout, inventory control and merchandise pricing, accounting principles and tax records, personnel principles and laws regulating the employment of workers, and operations research and the study of efficient work flow. The outline is flexible and will be tailored to the needs of the students.
Date: Eight Mondays commencing February 7, 1972, 7:30-9:30 p.m.

Management of Human Assets

This threee-day seminar is designed for middle and upper level managers who have a responsibility for establishing and maintaining a high level of motivation in their organizations. It will provide exposure to the latest concepts in leadership and motivation in the behavioral sciences which have applications to business, government, and industry. The content should provide the tools for the manager to develop a more extensive leadership model by providing a wider range of alternatives for dealing with subordinates. The registrants will be divided into teams to summarize and analyze theoretical material provided by the instructor and selected films from the Gellerman film series "Motivation and Productivity". The teams will then apply this material to specific problems they are experiencing on the job. During the three days, selected readings will be given the students describing social systems, methods of bringing about social change, and effects of small group influences on motivation.
Term: Spring, 1972

1972 National Conference on Earth Science

This annual residential seminar is offered in conjunction with the Alberta Society of Petroleum Geologists and is designed to keep practicing geologists abreast with new developments in their fields. The topic for the 1972 conference has been selected by the Advisory Committee and is "Geology of Arenacious Deposits". A team of three acknowledged experts in this field will lecture and conduct laboratory sessions.
Date: May 1-5, 1972

Probability and Statitistics for Engineers

The values of many factors considered by engineers are uncertain. Frequently this uncertainty must be considered to provide both economy and performance of the designed facilities. This can best be done using probability theory. This course is intended to acquaint practising engineers with the basic concepts in statistical and probability theory. Special emphasis will be placed on the use of probabilistic models for solving practical problems.

Date: Ten Mondays commencing September 27, 1971, 7:30-9:30 p.m.

Digital Logic Design

This course will include number systems, Boolean Algebra, minimization (Karaugh Maps 1), logic circuits (RTL, DTL, TTL, MOS), coders (BCD, cyclic, etc.), and design of counters, shift registers, and sequencers.

Date: September, 1971

Solid State Components and Circuit Applications

This course will include a review of solid state device principles and typical circuit applications of them. Specific topics will include junction transistors, FET's, SCR's, Triacs, unijunction transistors, and operational amplifiers. Attention will be given to both low frequency and RF use of some of these devices.

Date: Twelve Wednesdays commencing in September, 1971, 7:30-9:30 p.m.

Oil and Gas Law

This course will examine the nature of legal ownership of interests in oil and gas properties; the application of the Torrens System to interests in oil and gas properties; the acquisition of interests in oil and gas properties; the rights and duties of parties under the typical oil and gas lease; unitization—oil and contracts including basic contract law, cases on oil and gas contracts, the Farmout Agreement and the joint operating agreement; and the acquisition of and compensation for surface interests required for oil and gas operations.

Date: Twenty Mondays commencing October 4, 1971, 7:30-9:30 p.m.

A First Course in Mathematics for Engineers (Calculus)

This course is intended as a refresher in basic undergraduate level mathematics for engineers. Material to be covered includes basic algebra (including matrix representation), calculus, complex numbers, power series, introduction to ordinary differentiation equations with applications including an introduction into the principles of analogue computers.

Date: Ten Tuesdays commencing October 5, 1971, 7:30-9:30 p.m.

Introduction to Metal Forming Processes

This course will provide an introduction to elementary elasticity and plasticity in metal forming processes. Applied problems will include drawing, extruding, rolling, and forging. The prerequisite for this course is basic calculus.

Date: Ten Tuesdays commencing October 12, 1971, 7:30-9:30 p.m.

Critical Path Methods

This is intended as an introductory course on the role and techniques of critical path methods in project planning and management. Topics covered will include the development of the project network, basic scheduling, scheduling to satisfy resource constraints, time-cost trade-off procedures, updating, and a discussion of the role of the computer. A comparison of the activity-on-arrow (arrow notation) and the activity-on-node (precedence diagram) methods will be made.

Date: Eight Wednesdays commencing October 13, 1971, 7:30-9:30 p.m.

Management for Engineers

This is a seminar for engineers who are beginning to move away from straight technical work into positions carrying management and supervisory responsibilities. It will examine the problems that are involved in switching from a role emphasizing individual direct contribution to one where contribution is made by working through others. Methods of organizing and motivating staff will be covered. The concept of management by objectives will be emphasized including its implications for management development. Participants will have a chance to consider and discuss the new sources of personal satisfaction that the managerial role offers.

Date: October 21-22, 1971

Timber Structures Seminar

The Department of Civil Engineering in cooperation with the Department of Extension is planning a one-day seminar on timber structures. The seminar will discuss the 1970 edition of CSA Standard 086 "Code Recommended Practice for Engineering Design in Timber" which is employed as the Design Section for Wood Construction in the National Building Code. Speakers will include members of the committee which prepared the Standard.

Topics will include species grouping, standard sizes for sawed timber, glulam design, plywood

design, design of fastenings, longitudinal shear and checking.
Date: November 16, 1971

Contract Law for Engineers

This seminar is designed to highlight some of the legal problems which affect professional engineers who are concerned with negotiating, framing, and administering contracts. These problems should also be of interest to engineers performing professional duties as employees of contracting parties or as independent consultants.

One area of special interest to be discussed is the Mechanics' Lien, which has recently undergone substantial change. In addition, the following areas will be dealt with by case and problem study method: tenders, standard forms of contracts, performance bonds, penalties and bonuses, time for performance, and alteration of terms of contracts. Also discussed will be the relationships which exist between engineers and other professional people who are parties to contracts.
Term: Fall, 1971

Noise in the Environment

The objectives of this course are to present principles and techniques used in noise measurement and control and to study human response to noise in the environment as well as the legislative control of noise in both industrial and private situations. Topics to be covered include types of noise sources, sound pressure and sound power levels, frequency analysis of sound, psychoacoustics, loudness, specifications used in noise control, legislation to control noise, instrumentation for noise measurement and control, and laboratory exercises.
Term: Fall, 1971

Landscape Architecture

This is a course offered specifically for the interest of allied professionals from architecture and engineering. The purpose of the course is to acquaint students with the concerns of the landscape architect and his approach to design problems. The following subjects will be discussed: resource inventory, land use and site planning, soils, ecology and microclimate, plant materials and their use, standards and specifications. A series of site planning problems will be given.
Term: Fall, 1971

Engineering Economics

This course will deal with capital expenditures, timing of cash flow, derivation and application of interest formulas, annual cost and present worth calculations, rate of return calculations, income tax considerations, depreciation and depletion, analysis of projects financed by public funds, break-even studies, effect of anticipated inflation on investment analysis, sources and application of funds.
Term: Fall, 1971

Short Course on Airphoto Interpretation

This course will include lectures, demonstrations, and laboratory sessions in the basic principles, techniques, and applications of airphoto interpretation. It will be of interest to highway location and materials engineers, civil engineers in oil and pipeline industries, geologists in groundwater and surficial-geologic mapping fields, engineers in hydropower and river basin investigations, soil mechanics, and foundation engineers.
Date: January, 1972

Emerging Techniques of Practice Management for Engineers and Architects

A two and one-half day industrial program for architects and engineers who wish to study new trends in practice management. Major topics will be business practice, project management, documentation systems, production management, and future directions of practice.
Date: January 16-18, 1972

Solid State Circuit Design

This course will discuss the design of such circuits as power supplied, power amplifiers, active filters, oscillators, currents, RP amplifiers, A/D convecters, and D/A convecters. If time permits, noise problems in electronic circuits will also be discussed.
Date: Winter, 1972

Techniques of Optimization

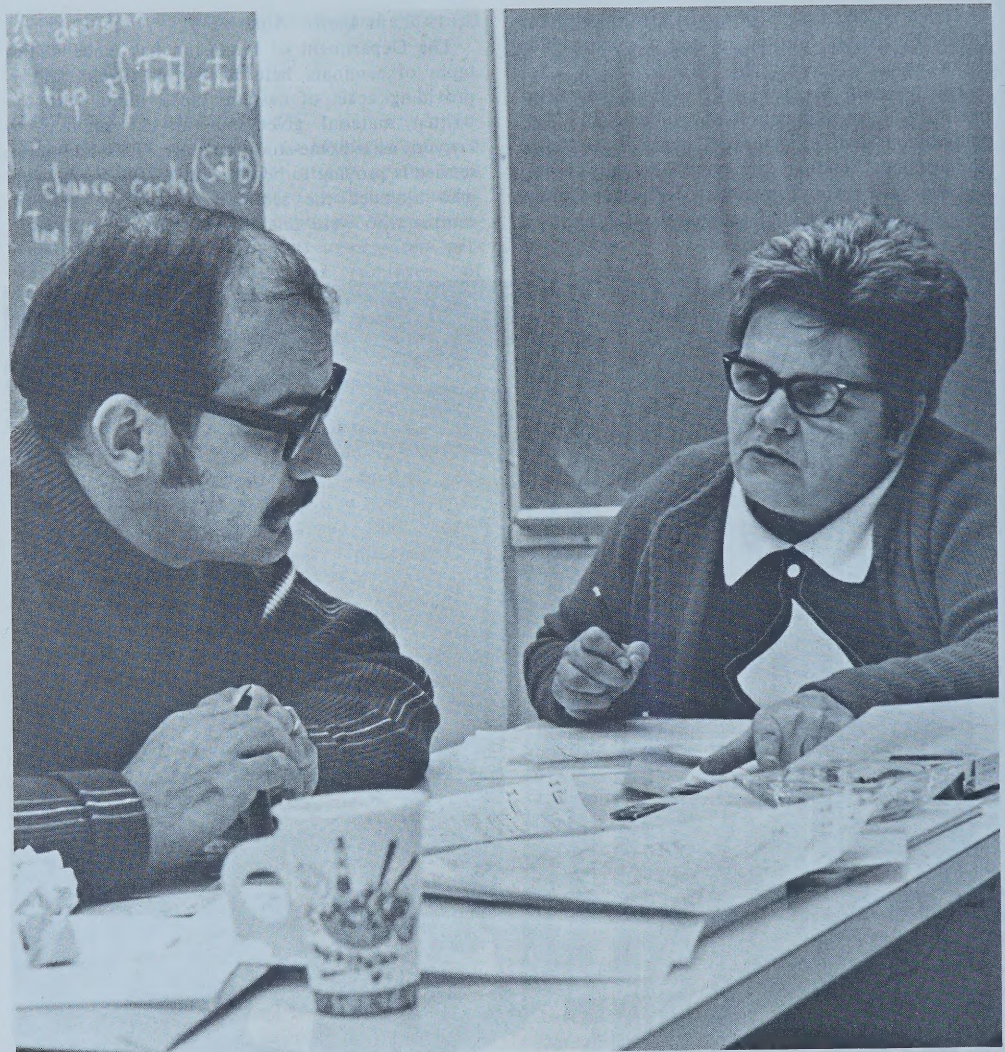
Topics to be covered will include one-dimensional optimization problems, Johnson's technique of linear optimization, simplex technique of linear optimizaton, introduction to nonlinear optimization, and the application to design of machine elements. Prerequisites for this course are basic calculus and some computer programming.
Term: Winter, 1972

CONTINUING LEGAL EDUCATION

This program provides an opportunity for members of The Law Society of Alberta to study topics of current interest as well as innovations in the practice of law. An Advisory Committee selects topics to be covered and includes representatives of the Department of Extension and the Faculty of Law, The University of Alberta; the Division of Continuing Education, The University of Calgary; The Law Society of Alberta; and the Legal Education Section of the Canadian Bar Association.

The program for 1971-1972 will include Seminar on the Amendments to the Income Tax Act, Seminar on Civil Litigation—Calgary, Law Office Management Seminar, an evening lecture series, and the 1972 Fifth Annual Law Refresher Course—a three-day residential seminar held May 1 to 3, 1972, in Banff, Alberta.

The Department of Extension has made audiotapes of seminars held in the past year and is providing a set of cassette tapes, along with the written material given out at the seminar to lawyers as a home-study package. This additional service is proving to be a useful review for lawyers who attended the seminar as well as those in centres who were unable to attend.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Community Resources Development

AGRICULTURE

An expanding sector of specialized, commercial agricultural producers is meeting the challenge to supply a greater quantity of production for an ever-increasing population. The trend towards specialization and large capital investment in farm units necessitates superior management skills, which in turn require the latest and most authentic information available. The programming emphasis of the Department of Extension in agriculture is in providing continuing educational opportunities required by the professional and para-professional personnel of the many agri-businesses serving agriculture as well as for individuals in commercial farming.

Agricultural Bulletins

The research work and studies undertaken by the Faculty of Agriculture are made available to the public in the form of agricultural bulletins. These deal with many technical phases of livestock production, soils, horticulture, dairying, field crops, and the many managerial functions required of today's farmer. Other publications deal with the social implications of a rapidly changing agriculture. Soil surveys of Alberta's agricultural areas are in continuous process and soil maps, together with information on the qualities, potentialities, and utilization of soils, are available on request.

These bulletins and pamphlets are distributed through the offices of the Alberta Department of Agriculture and other interested organizations. Individual copies of any publication are available through the Department of Extension which will be pleased to supply a complete list of publications available. A list of agricultural films is also available upon request.

Horticultural Week

The 7th Alberta Horticultural Week is sponsored in conjunction with the Alberta Horticultural Association, Flowers of Canada, Alberta Nursery Trades Association, and Alberta Department of Agriculture. This week consists of four courses, some running simultaneously for floral designers, greenhouse operators, nurserymen, and homemakers interested in flower arranging.

A special course is also available for those who wish to qualify for the Canadian Diploma in Horticulture.

Date: August 2-6, 1971
Place: Olds College, Olds

Feed Industry Conference

The 11th Annual Feed Industry Conference is sponsored jointly by the Alberta Division of the Canadian Feed Manufacturers' Association, Alberta Department of Agriculture, the Alberta Veterinary Medical Association, and the Department of Extension. The purpose of the program is to encourage the development of co-operation and understanding among the animal nutritionist, veterinarian, feed industry, and its technical suppliers.

Date: September 28-29, 1971
Place: Calgary

Sheep Symposium

The 4th Annual Sheep Symposium is organized in co-operation with the Alberta and Canada Departments of Agriculture and the Canadian Co-operative Wool Growers Ltd. The purpose of the program is to provide progressive sheep producers and other individuals associated with the sheep industry with the latest information on developments in the industry.

Date: December 2-4, 1971
Place: Banff School of Fine Arts, Banff

Cattlemen's Short Course

The 8th Annual Cattlemen's Short Course is organized in co-operation with the Western Stock Growers' Association to provide authentic up-to-date information on new developments in the beef industry for specialized stock producers, livestock extension workers, and other agrologists. The course will be held on location in Ontario to specifically focus on the beef production and marketing potentials of Central Canada.

Date: December, 1971
Place: Guelph, Ontario

Pork Seminar

The Pork Seminar is arranged in co-operation with the major swine and pork organizations. The objectives of the conference are to identify issues and problems in the hog raising industry, to relate the latest developments in solving these prob-

lems, and to point out areas of further work to rectify the problems.
Term: Winter, 1972

A Study of Alberta Soils

This course is designed for assessors, real estate personnel, science teachers, and others interested in acquiring basic knowledge of soil science and the soils in Alberta. The content deals with the composition and factors affecting the formation of soils, the recognition and description of different kinds of soils as well as the classification of soils. During 10 weekly one and one-half hour sessions, discussion will focus on the major types of soil and the landscapes associated with them.
Term: Winter, 1972

COMMUNITY LEADERSHIP DEVELOPMENT

In the belief that citizens knowledgeable about and involved in the issues and decisions that affect them are the greatest resource any society can have, the Community Leadership Development program has two objectives: to create an awareness in the citizenry of the basic social issues confronting society; and to develop community leadership capabilities such that social policies, social institutions, and social programs are the outgrowth of the maximum feasible participation in the decision-making process.

Conflict and Social Change

The objective of this program is to help leaders and potential leaders develop greater awareness of their own reactions to conflict situations, to gain some understanding of the dynamics and development of conflict, and to consider the role of conflict in bringing about social change. The program should be of interest to personnel of government departments and community organizations who have some responsibility for implementing social and economic programs and hence change.
Date: October 17-23, 1971
Place: Overlander Lodge, Jasper

Western Canada Community Leadership Workshop-Lab

A different approach to community leadership training, this workshop emphasizes experiential learning where the participants gain their knowledge and skill from direct observation and participation in classroom events that are similar to the situations they experience in their home community. In the community of the workshop, the stresses and strains of working on community problems can be observed and analyzed and the lessons related to home problems.

This workshop is designed for volunteer and professional community leaders, government administrators, and elected officials—leaders who are concerned with problems of urban renewal, economic development, and community development.

This will be the fourth annual presentation of the residential workshop-lab co-sponsored by The University of Alberta, The University of Calgary, University of Saskatchewan (Saskatoon), University of Manitoba, and Brandon University.
Dates: September 14-24, 1971
Place: Banff Centre for Continuing Education, Banff

Community Leadership Techniques Course

The 22nd Annual Short Course in Leadership Techniques is designed to prepare potential leaders of farm and rural organizations for the demanding task of community leadership and to assist those already involved in a leadership role to sharpen their leadership skills.

The course will be a mixture of lectures, films, skill-practicing sessions, and group discussions in the broad subject areas of program planning, public speaking, effective meetings, and group discussion leadership.

Candidates with a rural background who are actively involved as leaders in community and farm organizations are eligible. Applications for this course should be made to one of the following sponsoring organizations: Alberta Wheat Pool, UNIFARM, Junior Farmers' Union of Alberta, Farm Women's Union of Alberta, Alberta Department of Agriculture, Alberta Women's Institute, Canada Department of Indian Affairs and Northern Development, and the Community Development Branch of the Alberta Human Resources Development Authority.
Dates: January 16-26, 1972
Place: Banff Centre for Continuing Education, Banff

Small Group Leadership

The 5th Annual Small Group Leadership Workshop is designed to provide participants with the theory and skill which will enable them to increase the effectiveness of the groups with which they work. It is intended for those leaders, both rural and urban, in voluntary and other organizations, who in the performance of their duties, must work a great deal of the time in a small group setting.

Participants will be involved in discussion sessions on group and organizational problems they experience together during the course. Through an analysis of their discussions and through the use of videotape participants will gain increased understanding of the interpersonal forces at work in groups. They will become aware of their own individual effectiveness as a member and leader of a small group involved in the task of making decisions.

The course is presented with the co-operation of Division of Continuing Education, The University of Calgary.

Dates: March 12-17, 1972
Place: Banff Centre for Continuing Education, Banff

The Consultation Process

With the emergence of many more citizen groups and organizations, a large number of which are using public funds to finance their efforts to bring about some aspect of social development, the process of consultation is continually increasing and playing an ever important role. Rare is the person involved in some social development program who has not been called upon to consult with and advise some individual, community group, or organization. Whether this consultation can be considered as valuable and helpful can only be decided upon by the person, group, or community getting the help. All too often the consultation process is not perceived as helpful by the person, group, or community getting the consultation.

This program will focus on helping individuals improve their skills in the consultative process.

Resource staff, date, location, and fee to be announced

Committees That Work

Involvement and greater participation in decision-making are goals that governments and organizations are striving to achieve. The dilemma that governments and organizations face, however, is how to achieve this while locked in to the belief that the most effective decision-making body is a committee of three, when two are absent. The great proliferation of community groups and social action groups, all interested in having a "say" in the decision-making processes, means that governments and organizations, if they are to be truly responsive, have to develop new ways and methods of working with much larger groups in fact-finding and decision-making. Instead of continually working with the usual small committees, civil servants, policy makers, and decision-makers are going to learn how to involve a wider and larger citizen representation and develop new methodologies for getting these citizens' groups to function effectively, the result being decisions that much more fully reflect the values and concerns of a wider cross section of society, formulated in an optimum amount of time and effort.

This program will endeavor to assist personnel of government departments and organizations develop some of the skills mentioned above.

Resource staff, date, location, and fee to be announced

Agricultural Policy Issues Conference

This conference is designed to provide a forum of informed discussion of important policy issues affecting agriculture in Western Canada. Participants will use a problem-solving approach to study the process through which agricultural policy is determined and particularly how it may be influenced. Instructors will include senior officials from government agencies and agricultural organizations and the universities.

Term: Winter, 1972
Place: Banff Centre for Continuing Education

Socio-Economic Principles and Practice of Resource Development

The purpose of this two-week residential course is to train both professionals and para-professionals in the process and techniques of a multi-disciplinary and multi-agency approach to social and economic development. The course will focus on developing the participants' understanding of the interrelationships between the human and physical aspects of the resource development process, enhancing the appreciation of the participants for a multi-disciplinary approach to problem solving, and developing their knowledge and skills for facilitating development through a process of social action. It is aimed at all personnel of government and private agencies involved in the planning, research, education, or administration of human and physical resource development programs.

Term: Winter, 1972

Educational Media

EDUCATIONAL MEDIA METHODS

The Educational Media Division will continue to offer a variety of short courses and workshops. The programs will concentrate on either the preparation or utilization of non-print media for educational purposes. The following courses are proposed for either the fall or winter Extension program. Information on these courses—dates, times, and fees—can be obtained by contacting the Division.

Survey of Educational Media: A Utilization Workshop

This three-day workshop will provide participants with an examination of the communications process, the characteristics of audio-visual media, and effective utilization techniques in instructional programs, particularly informal programs of voluntary organizations and service groups. The workshop will involve the participants in the selection and use of materials, in practice with equipment, and in simpler techniques for preparing visual materials.

The Use of Tape Recordings in Education

A two-day workshop, this course is designed to provide both background information on the principles of magnetic recording and techniques for preparing tapes. Participants will have an opportunity to use reel-to-reel and cassette recorders in making recordings with microphones and other audio sources. Several methods of editing tapes with slide-sets and of synchronizing will be demonstrated.

Simple Video Systems Workshop

In this two-day workshop the concentration will be on the use of simple television systems: portable vidicon cameras, one-inch and half-inch video tape recorders, and related equipment and accessories. The workshop is designed to provide participants with an opportunity to set up the components of a system, operate the equipment, and record a short program for playback evaluation. Several kinds of equipment will be used to determine the capabilities of a simple system for use in educational and training programs.

Basic Techniques for Preparing Instructional Materials

This ten-session course provides participants with an opportunity to learn the fundamentals of producing instructional materials to fit local needs. Work will include mounting, layout, laminating, coloring, and lettering. Basic photographic techniques and several methods of making overhead transparencies will be included.

Slide-Set/Filmstrip Production

This six-session course stresses production preplanning, photographing the slides, adding taped soundtracks, and using tape-projector synchronization. Participants will be grouped, according to interests, to function as a production team. Preparing a filmstrip will be demonstrated using the Olympus Pen FT system.

Liberal Studies

HUMANITIES AND SCIENCES

In the Fall, 1971, the Department will offer a number of shorter lecture/discussion courses in a selection of subjects from the humanities and applied sciences which are designed to introduce the interested public to these various fields of knowledge. They will provide a sampling of liberal studies, and in subsequent semesters the Department will be prepared to arrange further courses to go deeper into any of these subjects for which a demand is shown.

Aspects of Literature

Six weekly sessions by members of the Department of English on Poetry in the Making, Literature and Myth, Poetry and Criticism, The Value of Literature, Literature and Printing, Literature in Canada.

Date: Six Thursdays commencing October 14, 1971, 7:30-9:30 p.m.

Aspects of the Classics

Seven weekly sessions by members of the Department of Classics on Athenian Politics and Democracy, the Acropolis of Athens, Greek Sculpture, Greek Literature, Watch Your Language!, Pompeii and Herculaneum, and the World of Ancient Rome. Some of these will be presentations with slides and other materials.

Date: Seven Wednesdays commencing October 20, 1971, 8-9:30 p.m.

Aspects of Philosophy

Four weekly sessions by members of the Department of Philosophy on various aspects of philosophy.

Date: Four Tuesdays commencing October 12, 1971, 7:30-8:30 p.m.

Variety in History

Five weeekly sessions by members of the Department of History on aspects of the history of various parts of the world including Canada.

Date: Five Mondays commencing October 4, 1971, 7:30-9:30 p.m.

Aspects of Pharmacology

Five weekly sessions by members of the Department of Pharmacology on the effects of drugs on mood, behavior, and consciousness, and the "legal" and "illegal" abuse of such drugs.

Date: Five Mondays commencing October 4, 1971, 8-9:30 p.m.

Aspects of Food Science

Eight weekly sessions by members of the Depart of Food Science on such subejcts as food poisoning, food additives, food traditions, and food preparation.

Date: Eight Tuesdays commencing October 19, 1971, 7:30-9:15 p.m.

Man in the Third Millenium

This course will consider how man can prepare himself and create structures—social, psychological, political—in order to be able to have an affect on his future, and to be able to evaluate these affects as they happen.

The book, *Biological Timebomb,* by Gordon Rattray Taylor will be used as a basic text.

Date: Ten Mondays commencing October 4, 1971, 7:30-9:30 p.m.

What to Listen for in Music

Appreciative listening implies both enjoyment and understanding. Without enjoyment, understanding is mere pedantry; without understanding, enjoyment must remain a vague thrill. Recorded masterworks will be examined to discover how composers express themselves in music. When technical matters must be introduced, they will be thoroughly explained and demonstrated.

Date: Ten Mondays commencing October 4, 1971, 8-9:45 p.m.

Reading Efficiency I and II

This course is designed to increase overall reading efficiency. Emphasis will be placed on improving rapid reading skills, and on improving ability to remember what has been read. The course will be open to those who normally read materials of seventh grade level or higher. The course is appropriate for high school students, college students, and other adults. This course will be offered in the Winter term as well.

Reading Efficiency I

Date: Eight Mondays commencing October 4, 1971, 6-8 p.m.

Reading Efficiency II

Date: Eight Wednesdays commencing October 6, 1971, 8-10 p.m.

*Law for Everyman**

This course in basic law will cover such topics as buying a house, money management and credit buying, wills, taxation laws, the unhappy marriage and the remedies, the dower law, and insurance.

Date: Ten Mondays commencing October 4, 1971, 7:30-9 p.m.

Traffic Court Procedure and Rules of Evidence for the Layman

This course outlines the fundamentals of the law as they apply to the conduct of a trial in traffic court and is designed to be useful to citizens who wish to dispute traffic charges made against them. The more common offences and available defences will be considered.

Term: Fall, 1971

Archaeology of the Eastern Mediterranean

This course will be a guide to students and travellers and others interested in the early history of the Eastern Mediterranean—Egypt, the Near East, Greece, Rome — and the Mediterranean Islands—Crete, Cyprus, etc. The lecture/discussions will be illustrated with slides and films.

Date: Ten Tuesdays commencing October 5, 1971, 7:30-9:30 p.m.

Archaeology—Prehistoric Europe

A guide to students, travellers, and others interested in the prehistoric area in the North and West of Europe, this course will cover such topics as the first farmers, origins of religion, the metal prospectors, and the discovery of bronze and iron, the Sythians, and the Celts. The lecture/discussions will be illustrated by film and slides.

Term: Winter, 1972

The Way to Good Speech

Through practical means this course will show the way to improve the speech pattern. It will include correction of vocal and speech faults, practical advice, and instruction in improving everyday communication as well as training in public speaking and microphone techniques for radio and television. The aims of the course are to develop good speech habits and to make utterance not only easy to hear, but also worth hearing.

Date: Ten Tuesdays commencing October 5, 1971

Sport Aviation—Gliding

As an introduction to the sport of gliding, this course will include discussions on the sailplane's design, construction, and aerodynamic characteristics; operation of sailplanes—ridge soaring, wave soaring, thermals, and cross-country soaring; government regulations applied to sailplanes, club organization and associations, competitions and records; and their flight characteristics and performance and the use of sailplaines for cross-country flying. The instructor will be David Marsden, who holds a number of Canadian records for speed and distance and is currently President of the Soaring Association of Canada.

Date: Four Tuesdays commencing October 5, 1971, 8-10 p.m.

Existentialism—the Search for a Meaningful (?) Life

This course will be an examination of Existential topics such as alienation, authenticity, anxiety, and their applicability to our individual lives. A look will be taken at some of the Existentialist writers. This will be an exploration, an adventure, and a quest.

Date: Ten Tuesdays commencing October 5, 1971, 7:30-9:30 p.m.

Creative Writing

This course is an introduction to practical aspects of publication and publishers' requirements, as well as to style and techniques over a wide spectrum of writing, but with emphasis on television. Instruction will be illustrated and demonstrated. There will be two sections of this course.

Date: Ten Tuesdays commencing October 5, 1971, 7:30-9:30 p.m.
Ten Thursdays commencing October 7, 1971, 7:30-9:30 p.m.

*Creative Stitchery and Textile Design**

Students will explore stitchery and other fabric design techniques used around the world. Fabrics and slides of fabrics will be studied. These techniques will then be used by the students in creating fabric designs for specific interior purposes.

Date: Eight Tuesdays commencing October 5, 1971, 7:30-9 p.m.

Interior Design

Topics to be included in this course on home planning and furnishing include architectural styles, judging houses and house plans, planning work and storage areas, traditional and modern furniture styles, individuality in furnishings, choosing color schemes, floor coverings, drapery fabrics, pictures and wall decoration, table settings, and flower arrangements.

Term: Winter, 1972

Communication and Creativity Through Movement

In this course students will explore movement as a means of communication and expression. They will study and experience movement in terms of dynamics, space, and time. Both the theory and the practice will aim at understanding and self-awareness. The course will be of partic-

ular interest to men as well as to women. This course will be offered in the Winter term as well.
Date: Ten Tuesdays commencing October 5, 1971, 7:30-9:30 p.m.

Consumer Problems

This is a short course of lectures/discussions on aspects of consumer affairs including consumer rights and responsibilities, and socio-economic factors related to the purchase and consumption of goods.
Date: Six Wednesdays commencing October 6, 1971, 7:30-9:30 p.m.

New Mathematics for Parents

This course has been designed for parents and teachers who seek a better understanding of the new math. The course will ask the question why new math is necessary in today's society, and will deal with clock numbers, abstract mathematical systems and groups, set theory, rational and real number systems, rings and fields, and will use audio-visual materials as well as lectures/discussions.
Date: Ten Thursdays commencing October 7, 1971, 7:30-9:30 p.m.

Commonwealth Writing Today

This course will be an introduction to literature being produced in the form of novels and poetry by writers from Australia, India, West Africa, the West Indies, and other areas. Attention will be paid to social and geographical backgrounds as reflected in the literature, and to the varieties of English language developing under local influences.
Date: Ten Tuesdays commencing October 12, 1971, 7:30-9 p.m.

Civilisation

Civilisation, Sir Kenneth Clark's BBC television color film series, examines each of the states of western civilization from the decline of the modern industrial state through its creative expressions—its architecture, painting, sculpture, and music with philosophy and literature as constant references. The series is free of charge. The public is welcome.
Date: Seven Wednesdays commencing October 20, 1971, 7:30-9:30 p.m.

It's Never Too Late

An orientation course to help adults intending to take up or resume studies for whatever reason, this course will investigate how adults learn, effective study methods, effective listening, and the use of printed and audio-visual sources of information.
Date: Five Wednesdays commencing October 20, 1971, 7:30-9:30 p.m.

DOWNTOWN PROGRAMS

The Department of Extension collaborates with other agencies in running programs in downtown localities. These programs, as far as possible, use the film and other audio-visual resources of the Department, and are free to the public. In the fall and winter of 1971-72 the following programs will be run:

Art in Our Lives

A film series, run in collaboration with the Edmonton Art Gallery at the Art Gallery on Wednesday evenings. This is a series of films illustrating the impact of art, and the eye of the artists, in our lives.
Date: Ten Wednesdays commencing October 6, 1971, 8-9 p.m.

Housing

A series of talks and discussions run in collaboration with the Centennial Public Library, at the Library, at noon on Fridays. Each session will deal with different aspects of housing in urban centres.
Date: Six Fridays commencing October 15, 1971, 12 noon

Moral Issues of Today

A series of films, followed by discussion, run in collaboration with the Centennial Public Library, at the Public Library, at noon on Fridays. Each film and discussion session will centre around a social issue and an aspect of public morality.
Date: Six Fridays commencing January 14, 1972, 12 noon

Simulation Techniques Workshop

A two-day workshop to introduce the design and utilization of instructional simulation techniques, this workshop will be of value to teachers, staff trainers, and others interested in small group instruction. Participants will be able to examine both commercial and non-commercial simulations and to develop and test a simple simulation. Emphasis will be on manually operated materials rather than computer-based models.
Date: Two days, October 14 and 15, 1971, 9 a.m.-9 p.m. Thursday, and 9 a.m.-4 p.m. Friday

Simulation Practicum

This practicum will provide an opportunity for those interested in simulations and learning games to try out existing materials, become more proficient in the use of this type of learning device, and/or pretest materials which they are developing.

Since there will be no direct teaching about this technique, those registering should either have had prior experience with simulations or have attended one of the Simulation Techniques Workshops.

Sample materials will be available for examination and use.

Date: Eight Tuesdays commencing October 19, 1971, 7:30-9:30 p.m. and one Saturday all day to be arranged

Cartography

Cartography is the art and science of making maps from the initial stages of research and the gathering of data through the compilation and production stages to the final reproduction of maps and their distribution. This course will discuss these stages in lectures and laboratory sessions emphasizing the principles and practices of small scale (thematic) mapping. Topics will include geometry of the earth, projections, the use of aerial photography, visual communication and map design, representation of the third-dimension, drafting materials and instruments, lettering and typography, printing processes, and automation.

Date: Fifteen Mondays commencing October 18, 1971

Showing and Judging Light Horses

In co-operation with the various horse associations in the Edmonton area, this program is designed to help Alberta horse owners and potential owners gain greater knowledge of the various breeds, their characteristics, their use, and their training. It will consist of lectures, films, and live demonstrations at co-operating riding stables.

Date: Twenty-four Wednesdays commencing October 20, 1971, 8-10 p.m.

Light Horse Care and Management

This is a program designed to give horse owners and small stable owners information vital to the care and management of their livestock—stable management, feeding the horse, hoof care, parasitology, equine ailments and care.

Date: Eight Mondays commencing January 17, 1972, 8-10 p.m.

*A Second Look (for women)**

This is a program designed for women contemplating a return to school, a new job, or a move into volunteer activities. The emphasis will be on providing a group setting in which women will have an opportunity to examine their own goals, skills, and abilities as well as the possibilities for their use and development in the community.

Terms: Fall, 1971, and Winter, 1972

*A Second Look (for men)**

This is a program designed for men who, because of a lack of formal education, job displacement, or lack of personal satisfaction in a present job, are contemplating a return to school or a change in career. The emphasis will be on providing a group setting in which men will have an opportunity to examine their own goals, skills, and abilities as well as the possibilities for their use and development in the community.

Terms: Fall, 1971, and Winter, 1972

Ecumenicalism in the Victorian Anglican Church

Insights will be provided into problems of present-day church union and ecumenicalism provided by reference to the efforts of the Victorian Broad Churchmen to establish a form of union with Dissenters, Unitarians, and liberal Roman Catholics in the late 19th century.

Term: Fall, 1971

*Involved Woman's Game**

This is a learning game and discussion group for anyone who is interested in finding out more about the complexities of modern life and the choices facing modern woman.

Term: Fall, 1971

Focus '71-'72

This special program consists of two meetings open to all students participating in classes marked (*) at no extra charge. A limited number of guest tickets will be available at $4 per person including luncheon.

These meetings will be held from 10 a.m. to 4 p.m. and will enable participants to investigate a topic of current interest in some depth. The keynote speakers will be drawn from the ranks of concerned scholars.

Term: Fall, 1971, and Winter, 1972

General Geology

This course will discuss the composition of the earth in general terms, minerals and rocks and the processes of their formation (sedimentation, igneous activity and volcanism, and metamorphism); processes acting at the earth's surface, weathering and soils, sculpture of the landscape by mass wasting and running water, glaciation; processes acting within the earth, including deformation of rocks, earthquakes, mountain building, seafloor spreading and continental drift; geologic time and geologic history with an emphasis on Western Canada; the role of the geologist in society.

Each two-hour session will be divided into a lecture followed by a demonstration period in which the students will be introduced to rocks and minerals, fossils, maps, aerial photos and other materials used in the study of geology.

Term: Fall, 1971

Rock and Mineral Identification

In this course the origin, occurrence, physical properties, composition, and use of rocks and minerals will be discussed to stress their identification by simple tests on actual specimens. The study of gems and lapidary material is included. This is an introductory course and students will not be expected to have had previous knowledge of the subject. This class is limited to 24 participants. The Department of Geology, The University of Alberta, as in past years, has generously permitted the use of specimens, equipment, and access to their museums.
Term: Fall, 1971

Prospecting I

This is a lecture-laboratory course in geology and rock and mineral identification. Topics covered include the origin of the earth: how rocks are formed; mineralogy, including identification of minerals; the formation, recognition, and naming of Igneous, Sedimentary, and Metamorphic rocks; ore formations and deposits, and areas in Western Canada of interest to prospectors.
Date: Ten Tuesdays and Thursdays commencing in November

Meteorology

This short course will discuss the atmosphere and its interaction with the sun's radiation, clouds, cloud formation, and precipitation, wind systems, frontal disturbances, and weather forecasting.
Term: Fall, 1971

Home Landscaping

This is a studio course where the student is responsible for developing both the concept and working drawings for a project of his own choosing. Instruction is given in design methodology, the choice and use of plant materials, as well as the design and use of small structural elements.
Term: Winter, 1972

Home Gardening

This is a course developed especially for the problems and needs of the home gardener. Topics to be covered include soils and soil improvement, land preparation, fertilizers, small fruits and tree fruits, ornamental trees and shrubs, principles of home landscaping, flower culture, house plants, and pest control. Instructors will be horticultural specialists from The University of Alberta and Alberta Department of Agriculture.
Term: Winter, 1972

The University at Hinton

This program takes the form of a series of lectures/discussions and films on subjects chosen by the Hinton Adult Education Committee in cooperation with members of the Department of Extension. The program will cover such subjects as anthropology, human ecology, political science (emphasis on Canadian affairs), and literature.

For each subject there will be three sessions. The first on a Friday evening, being a lecture/discussion; the second, held during the following week, being the showing of a film related to the the subject; the third, held on the Friday evening of the following week, being another lecture/discussion.

The program extends from October to March.

APPLIED BEHAVIORAL SCIENCES

Parents Are Teachers

This course has been designed to assist parents in becoming more effective teachers of their children particularly from the point of view of behavior and character development. It is based on the latest scientific findings in the field of reinforcement learning. Stress will be placed on the practical aspects of translating these principles to concrete action.

Parents of children with special problems should find the course particularly useful.
Date: Ten Mondays commencing October 4, 1971, 8-10 p.m.

Sociology of Social Problems in Canada

An examination of social problems which individuals and families face in their homes and society, this course will consider adjustments within marriage, orientations of youth, problems of community, and problems of deviance—crime, addiction, sexual behavior, alcohol, and mental disorders.

Date: Ten Mondays commencing October 4, 1971, 8-10 p.m.

Psychology of Person Perception: Theory and Practice

Emphasis will be on the development of skills to enable class participants to more accurately perceive others. It will be of particular relevance to persons engaged in clinical and selection interviewing. The instructors have been engaged in research in this area and the course content will be related to their findings.

Date: Ten Mondays commencing October 4, 1971, 7:30-9:30 p.m.

Psychology of Human Behavior

This is an introductory course in applied psychology in daily living, personality, individual differences, mode of style or behavior, prejudice and social conflict, and application to family, self, and others.

Date: Ten Tuesdays commencing October 5, 1971, 8-10 p.m.

Drugs and Behavior

This course will be a study of drug use and abuse in contemporary society. Effects of drugs upon social behavior, physiology, and other aspects will be considered. Emphasis will be placed on current drug research.

Date: Ten Tuesdays commencing October 5, 1971, 7:30-9:30 p.m.

Interviewing

These sessions concentrate on developing skills when interviewing for information gathering, problem solving, or decision-making. Extensive use is made of material from supervisory, sales, investigative, and counselling setttings. The sound and video tape replay equipment of the Educational Media Division will be utilized to enable each participant to evaluate his actions more accurately.

Date: Ten Tuesdays commencing October 5, 1971, 7:30-9:30 p.m.

Poverty in Canada

The origins, meaning, and effect of poverty will be examined from both theoretical points of view and those of institutions such as education, law, health, and housing. Also included will be an evaluation of poverty programs.

Date: Ten Tuesdays commencing October 5, 1971, 7:30-9:30 p.m.

Toward Self-Actualization

The chief concerns of the course are characteristics of a healthy personality, the extent to which normal people differ from healthy, the extent to which we learn techniques which both restrict and enhance growth, and the extent to which the individual can work toward his own actualization and personality development.

Date: Six Tuesdays commencing October 5, 1971, 7:30-9:30 p.m.

Human Factors in Managament and Supervision

This course is intended to provide a basis for understanding the psychology of human behavior in typical work situations, and for examination of the way in which the supervisor and his staff relate to one another.

The content of the course will be both theoretical and practical. The theoretical part will explain what happens between the supervisor and his staff and why it happens; the practical part will provide training methods and techniques, the how of sound management.

Date: Ten Wednesdays commencing October 6, 1971, 8-10 p.m.

Citizen Scientists—Applied Psychology

This course, jointly sponsored by the Departments of Extension and Psychology, has as its base a belief that members of the general public can uncover and develop important information and insights into problems of everyday living. Participants will receive information, skill training, and consultative adivce to enable them to explore or research a social issue or community problem of their choosing.

Areas explored by previous participants include drug addiction, alcoholism, and housing. Some former students are now working in conjunction with social agencies on problems of their mutual interest.

Date: Ten Tuesdays commencing October 5, 1971, 8-10 p.m.

Ten Wednesdays commencing October 6, 1971, 8-10 p.m.

Continuing Education for Rehabilitation Workers

Designed to provide those involved in rehabilitation work with the opportunity to review and develop their observation, communication, interviewing, and counselling skills, this course will explore the needs and problems of disabled persons through experiential methods supplemented by lectures on the psychology of the disabled.

Date: Twelve Wednesdays commencing October 6, 1971, 8-10 p.m.

People and Messages

This course is designed to help participants gain a greater understanding of people and the factors involved in communications among people. Major emphasis will be on providing participants with skills in interpersonal communication and dealing with misunderstandings that occur in relationships with others. A copy of the text, *People and Messages*, which was written by the instructor, will be provided to each student.

Date: Ten Thursdays commencing October 7, 1971, 7-9 p.m.

Emotionality: Cause and Effect

This course deals with the foundations of emotionality and its effects. Material will cover sources of emotionality and related behavior disorders, methods adaptation, positive and negative aspects of motivation, and other related areas.

Date: Ten Thursdays commencing October 7, 1971, 7:30-9:30 p.m.

Language and Communication

This will be a series of discussions on the role of language as it influences communication among people as well as its effect on an individual's personality, development, learning, and thinking. The breakdown of communication between nations, neighbors, and generations has underscored the importance of understanding the basic mechanism for communicating. Discussion will focus on current views in these areas.

Date: Ten Thursdays commencing October 7, 1971, 7-9 p.m.

Group Methods for Education

This course is for individuals involved in either formal or informal educational activities who are searching for methods to increase student involvement in the learning process. An underlying philosophy of the course is that students possess many resources which, if released, significantly contribute to the learning experience.

A combination of experiential and lecture methods will be used to identify ways of increasing student involvement.

Date: Six Mondays commencing October 18, 1971, 7-10 p.m.

Communication in Supervision

This seminar is for persons with supervisory responsibility in business, industry, public service, and the professions. Its object is to identify those problems of communication and understanding which often arise between individuals and among members of organizations.

Date: March, 1972

LANGUAGES

Oral French I

An intensive beginners' course for adults, this course requires no previous knowledge of French. However, students should be prepared to devote a relatively large amount of time and energy to the course and its preparation. Texts and audio-visual materials will be used. This course will be offered in the Spring, 1972, as well.

Date: Twenty-five Tuesdays and Thursdays commencing September 16, 1971, 6-8 p.m.

Oral French II

This is an intensive intermediate course for those who have completed Oral French I or Conversational French I or who have an equivalent knowledge in French. Text and audio-visual materials will be used. This course will be offered in the Spring, 1972, as well.

Date: Twenty-five Tuesdays and Thursdays commencing September 16, 1971, 6-8 p.m.

Conversational French IA

This course is for those who have a working knowledge of French grammar roughly equivalent to senior high school level, but little or no oral fluency and/or have not studied French for a long time. The objective will be to develop an easy, fluent conversational style through classroom practice, using films, records, and printed lessons. The course will cover "Les Francais Chez Vous", lessons 1-20.

Date: Twenty Wednesdays commencing September 22, 1971, 7-9 p.m.

Conversational French IB

This is a new course for those who took Conversational French IA last year, or those who feel that they may be at a level somewhere between IA and II. This course will cover "Les Francais Chez Vous", lessons 21-39.

Date: Twenty Wednesdays commencing September 22, 1971, 7-9 p.m.

Conversational French II

A continuation course at a slightly higher level than that covered in the second part of "Les Francais Chez Vous", this course assumes a working knowledge of French grammar roughly equivalent to senior high school level. The aim is to develop an easy, fluent conversational style through classroom practice. The course will cover the text, "En France Avec Nicolas".

Date: Twenty Tuesdays commencing September 21, 1971, 7-9 p.m.

Conversational French III

An intermediate course for those who have completed the Conversational French I and II courses, or who have an equivalent background in French, this course will cover the text "En France Avec Jean et Helene".

Date: Twenty Tuesdays commencing September 21, 1971, 7-9 p.m.

Conversational French IV

This is an advanced course involving conversation and discussion for those who wish to improve their fluency in spoken French. The course will deal with a broad range of interesting and controversial topics.

Date: Twenty Wednesdays commencing September 22, 1971, 7:30-9:30 p.m.

Basic Reading Skills in French

This is a course for those who already have an elementary knowledge of French and wish to extend and develop their ability to read more

specialized professional or academic material. This course will be offered in the Spring term if there is sufficient demand.
Term: Fall, 1971

Elementary German

An introductory course in German, using an oral approach to learning and practicing of patterns used in everyday life, this course will include basic grammar and simple reading. The language laboratory will be used for additional practice.
Date: Twenty Mondays commencing October 4, 1971, 7-9 p.m.
Twenty Thursdays commencing October 7, 1971, 7-9 p.m.

Intermediate German

This course is a review and continuation course for students who have attended a basic elementary German course or have an equivalent knowledge of the German language.
Date: Twenty Wednesdays commencing October 6, 1971, 7-9 p.m.

Advanced German

A selection of German authors and films will be used as the basis for review and extension of grammatical usage with practice in translation, composition, and conversation in this course. An opportunity will be given for taking placement tests for University credit courses.
Date: Twenty Tuesdays commencing October 5, 1971, 7-9 p.m.

Intensive German Conversation

This course covers the same ground as the Elementary German course, but is concentrated into the Fall term by having two sessions per week instead of one per week. This course is being held for the benefit of students who wish to make faster progress in the language.
Date: Ten Tuesdays and Thursdays commencing October 5, 1971, 7-9 p.m.

Conversational Romanian I

This course will deal with the basic elements of the structure of contemporary Romanian and will give students the opportunity to read and understand Romanian.
Date: Twenty Thursdays commencing October 7, 1971, 7:30-9:30 p.m.

Conversational Romanian II

This is a review and continuation course for students who have completed Conversational Romanian I, or who have an equivalent knowledge of the language.
Date: Twenty Tuesdays commencing October 5, 1971, 7:30-9:30 p.m.

Elementary Russian

This is an introductory course designed to acquaint the student with the essentials of Russian grammar and everyday Russian conversation. Instruction will be based on the oral approach to language learning.
Date: Twenty Wednesdays commencing October 6, 1971, 7:30-9:30 p.m.

Oral Ukrainian

This is an introductory course designed to acquaint the student with everyday Ukrainian conversation. Classwork will include oral practice, basic instruction in grammar, and pronunciation drills. The language laboratory will be used for additional practice.
Date: Twenty Tuesdays commencing October 5, 1971, 7:30-9:30 p.m.

Conversational Spanish I

This is an introductory course designed to acquaint the student with everyday Spanish conversation. Classwork will include oral practice based on reading, basic instruction in grammar and pronunciation, the use of the language laboratory, and study of everyday Spanish expressions. This course will be offered in two sections.
Date: Twenty Tuesdays commencing October 5, 1971, 8-10 p.m.

Conversational Spanish II

This course is a review and continuation course for students who have attended the Conversational Spanish I course or have an equivalent knowledge of the language.
Date: Twenty Tuesdays commencing October 5, 1971, 8-9:30 p.m.

Spanish Reading and Writing

This course will concentrate on grammar and the ability to read and write the language.
Date: Fifteen Thursdays commencing October 7, 1971

Elementary Icelandic

This course has been designed to give a working knowledge of spoken and written modern Icelandic using visual materials and language laboratory for class work and individual practice.
Date: Twenty Tuesdays commencing October 12, 1971, 7-9 p.m.

Introduction to Oral Cree

This course is designed to enable the student to hold a simple conversation in Cree, and understand something of the Cree culture. Emphasis will be on oral fluency, but some reading will be involved. Language tapes will be available for practice. Students will be in groups of 10. The course will be of special interest to teachers, nurses, policemen, and social workers as well as to those whose interest and motivation is purely personal.

A number of tuition scholarships will be available to those who cannot afford the fee. Inquiries about these should be made to the Department of Extension.

Term: Fall, 1971

Italian for Beginners

An introductory course in Italian, this course will stress the oral approach, the method will be conversational but will include basic grammar, pronunciation, and allusions to Italian life and culture.

Term: Fall, 1971

Public Administration

LOCAL GOVERNMENT STUDIES

Two certificate programs are offered under Local Government Studies: the Certificate in Local Government and the Certificate in Municipal Assessment.

The Advisory Committee listed below serves as the advisory committee for both certificate programs.

ADVISORY COMMITTEE

Duncan Campbell (Chairman), Director of Extension, The University of Alberta

Dr. D. A. Bancroft, Professor, Department of Extension, The University of Alberta

Dr. P. J. Atherton, Association Professor, Division of Educational Administration, Faculty of Education, The University of Alberta

Dr. V. Salyzyn, Associate Professor, Department of Economics, The University of Alberta

A. Bredo, Chief Administrative Officer, Department of Education, Government of Alberta

Dr. W. R. Duke, Associate Director of Field Services, Department of Education, Government of Alberta

A. R. Isbister, Director of Field Services, Alberta Assessors' Association

E. L. O'Neil, Power and Pipe Line Assessment Supervisor, Alberta Assessors' Association

A. W. Morrison (ex officio), Deputy Minister, Department of Municipal Affairs

J. B. Laidlaw, Assessment Commissioner, Department of Municipal Affairs

To be announced, Chief Municipal Inspector, Department of Municipal Affairs

J. L. Tymko, Economic Services, Alberta School Trustees' Association

A. W. Boychuk, Past President, School Business Officials of Alberta

G. L. Burnstad, Secretary-Treasurer, Town of Redwater, Urban Secretary-Treasurers' Association

V. O. Foss (alternate), Secretary-Treasurer, Town of Bow Island, Urban Secretary-Treasurers' Association

G. L. Saunders, Municipal Secretary, County of Ponoka, Alberta Association of Municipal District Secretary-Treasurers

R. B. Robbins (alternate), Municipal Secretary, County of Lacombe, Alberta Association of Municipal District Secretary-Treasurers

Ralph Brown, President, Alberta Association of of Municipal Districts

E. Newman, Executive Secretary, Alberta Urban Municipalities Association

CERTIFICATE IN LOCAL GOVERNMENT

The Certificate Program in Local Government requires the completion of four courses, one course per year.

The program includes Local Government Introduction, Local Government Business Affairs, and Local Government Organization as compulsory courses. To complete qualification for the Certificate, one optional course must be taken. The courses may be taken in any order since not all courses are offered each year. The year each will be offered is noted in the description. The fee for each course is $100.

Local Government Introduction

This course is constructed to permit all students in both the Local Government and Municipal Assessment series to be combined into one class. It covers a half term of history and background, and a half term on finance.
Term: 1971-72

Local Government Business Affairs

This course is designed to cover essential concepts of commercial law for the managers of municipal or school businesses. It includes law of contract, law of agency, sale of goods, property management, insurance management, public finance, and elementary accounting principles.
Term: 1972-73

Local Government Organization

A review of the organization of local governments in Alberta is provided in the first half of this course. The powers and duties and legal status of the councils and boards in local government are treated in the second half.
Term: 1973-74

OPTIONAL COURSES

Municipalities Planning

Giving basic principles and some outline of procedures of the planning functions for Alberta municipalities, this course covers such areas as planning law and authority, planning processes and the general plan, and land use theory and planning administration in Alberta.
Term: 1971-72

Local Government Accounting

Offered in certain years on an open class basis for all students and practitioners of local government accounting, this course deals extensively with fundamental concepts of municipal and school accounting procedures in Canada. It covers fund accounting, general revenue funds, capital and loan funds, other funds, financial statements, budgeting, cost accounting, interpretation and auditing. Many illustrations are provided and modern techniques are examined.
Term: 1972-73

NOTE: For the fourth year, one of the listed options may be substituted for by a course from the options list for the Certificate in Municipal Assessment upon permission of the instructor.

CERTIFICATE IN MUNICIPAL ASSESSMENT

The Certificate Program in Municipal Assessment is a four-year program requiring the completion of four courses. One of the four years may be taken from the Appraisal Institute of Canada. The fourth year permits an option which may be chosen from the list to follow. The courses may be taken in any order since not all are offered each year. The year each course will be offered is noted in the description. Requirements and offerings are set out below. The fee for each course is $100.

Local Government Introduction

This course is constructed to permit all students in both the Local Government and Municipal Assessment series to be combined into one class. It covers a half term on history and background, and a half term on finance.
Term: 1971-72

Assessment Appraisal

This is the theory course of the Appraisal Institute of Canada, modified for the particular needs of municipal assessors. Extensive treatment is given to the principles of valuation, the market approach, the cost approach, and the income approach, with reference to the use of these approaches in assessment procedure.
Term: 1972-73

Assessment Elements

The assessment function, principles, and an introduction to land economics comprises the first half of this course. In the second half the course concentrates on soil qualities and land inspections for assessments.
Term: 1973-74

OPTIONAL COURSES

Assessment Uniformity

An advanced study of the property tax base in Alberta municipalities and a method of relating assessments to another standard of valuation, this course considers computation of assessment sales ratios, mean ratios medians, coefficients of variations, and computation of correlation and regression coefficients.
Term: 1972-73

Economics

This is a general introduction to the study of economics. Theory of markets, prices competition, marginal and average costs, and other basic concepts are topics of study.
Term: 1971-72

NOTE: For the fourth year, one of these options may be substituted by a course from the options list for the Certificate in Local Government upon permission of the instructor.

CERTIFICATE IN PUBLIC ADMINISTRATION

This program is arranged and organized by the Department of Extension in co-operation with the Department of Political Science and the Department of Economics.

It is designed to meet the need for the training of civil servants in administration to enable them to perform their increasingly diverse functions more effectively. It will provide an intensive review of the nature of the Canadian society including the forces and trends which are transforming it, together with a study of the techniques of administration and the human relations base on which they rest.

ADVISORY COMMITTEE

Duncan Campbell (Chairman), Director of Extension, The University of Alberta

Dr. D. A. Bancroft, Professor, Department of Extension, The University of Alberta

H. L. Biehn, Assistant Regional Director, Public Service Commission, Government of Canada
Ron Clark, Director of Training and Development Division, Personnel Department, Government of Alberta
D. E. Massig, Departmental Personnel Officer, Department of Lands and Forests, Government of Alberta
Don Hiron, Training and Testing Officer, Personnel Department, City of Edmonton
C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta
J. K. Masson, Assistant Professor, Department of Political Science, The University of Alberta
G. Dacks (alternate), Assistant Professor, Department of Political Science, The University of Alberta
Dr. V. Salyzyn, Associate Professor, Department of Economics, The University of Alberta

General Information

The program is open to persons who have assumed, or will shortly be assuming, positions of increased responsibility in their civil service careers and who wish to prepare themselves through prior study.

The program consists of the following subjects: Economics, Canadian Government Structures, Government Organization and Administration, Organization Theory: Human Relations, Sociology, Public Finance, Quantitative Methods, Geography, Accounting and Budgeting, and Administrative Law. The University awards a Certificate in Public Administration to students who successfully complete six subjects. The University reserves the right to specify that certain subjects shall be required.

Fees and Registration

A student may enroll in two subjects in the same term. By undertaking two subjects in each term, the student may complete the program in three years. Many students elect to take only one subject per year. Instruction is given in two-hour lectures for 25 weeks for a total of 50 classroom hours per course on The University of Alberta campus. The fee for each course is $100.

The University of Alberta reserves the right to restrict registration in any class or cancel any class for which there is insufficient registration.

Completed applications for admission to the program must be forwarded to the Advisory Committee, Public Administration Division, Department of Extension, The University of Alberta, Edmonton, by September 30, 1971.

SUBJECTS

Canadian Government Structures

A study of institutional and political structures and processes in the Canadian confederation, this course considers the political science of federalism in contemporary Canada.
Term: 1971-72

Public Finance

The taxation and expenditure operations of government in modern Canada as a function of deliberate public policy will be discussed as will the scope of activity, public purposes and policies, and tax reforms.
Term: 1971-72

Quantitative Methods

The application of statistical methods to the solution of problems with emphasis on prediction techniques, sampling, time series, and index numbers; other quantitative techniques in planning and programming; and application to computer methods are the subjects of this course.
Term: 1971-72

Organizational Theory: Human Relations

The dilemma of goal conflicts and incongruencies of the organizational/personal conditions, bureaucracy, and the means of gaining objectives for both people and institutions through coordination and co-operation are topics of study.
Term: 1972-73

Geography

Students will consider the regional geography of Canada and the physical, economic, and political influences on the regional development and history of Canada. Concepts of geographic regions, their characteristics, and use of regional concepts also will be studied.
Term: 1972-73

Administrative Law

This is a course on the use of administrative discretion in public service and the delegation, control, and removal of discretionary power. Procedures under *The Administrative Procedures Act* and the *Ombudsman Act* will be discussed.
Term: 1972-73

Economics

This course is a brief description of the Canadian economy. Elementary theory of prices, markets, competition, and other basic concepts, with some attention to the impact of governments will be discussed.
Term: 1973-74

Government Organization and Administration

This course deals with the public administration of government at federal, provincial, and local levels. Instruments of administration depart-

ments, civil servants, corporations, budgets, delegation, and control will be discussed.
Term: 1973-74

Sociology

The origin of sociological principles to human relationship in the occupational and social environments will be studied.
Term: 1973-74

SHORT COURSES

Refresher Course in Municipal Administration

An annual conference course, the Refresher Course in Municipal Administration will be held at the Banff School of Fine Arts on Monday, Tuesday, and Wednesday, June 5 to 7, 1972. Topics of current interest to municipal administrators will be studied. Both elected and appointed municipal officials from rural and urban units are invited. A record of proceedings is published.

Short Course in School Administration

Separate sessions for school trustees and school board secretaries are programmed for this conference. The 1972 annual presentation is scheduled for Thursday, Friday, and Saturday, June 8 to 10, 1972, at the Banff School of Fine Arts. Joint sessions of trustees and secretaries are held for special informational presentations by the Department of Education and for special speakers.

Annual Report

EXTENSION ACTIVITIES OF THE UNIVERSITY OF ALBERTA FOR THE YEAR ENDING MARCH 31, 1971

Dr. Max Wyman,
President,
The University of Alberta.

Dear Mr. President:

I have pleasure in presenting the 58th annual report of the extension activities of The University of Alberta for the year ending March 31, 1971.

It has been a year of slower growth overall, but with variations in individual program areas. Economic conditions were reflected by lower enrollments in some types of business management programs, while the increasing interest in the arts brought an unprecedented increase in drawing, painting, and ceramics classes. Staff members put more emphasis than in past years on consultation activities with various lay groups attempting to operate their own continuing education activities. Also, co-ordination with other agencies took on new importance as plans for Grant MacEwan Community College came to fruition and others involved in extension work increased the level of their activity. The Department has tried to take the initiative to insure that the public is fully served with a variety of quality programs while, at the same time, wasteful overlap is minimized.

The Department has been involved with the Worth Commission Task Force on Lifelong Education through its collection of information for the Task Force and through the participation of Hayden W. Roberts, Associate Professor of Extension, who served as a member of the Task Force. Work has also been done by members of the Department to assist the study of University Continuing Education in Alberta sponsored by the Commission and the Universities Co-ordinating Council. Support has also been given to the Alberta Association of Continuing Education in its efforts to improve communication and co-ordination among adult education agencies in the Province.

The Department has worked to establish the Interdisciplinary M.A. Program in Community Development and has supported this program by agreeing to loan Glen A. Eyford, Associate Professor of Extension, to direct the program. Also, other Extension staff have participated both in the teaching and in the supervision of students' research in this program.

During the year three new services were added which are intended to increase the University's extension effort in the community. In August, 1970, the Department established an Adult Counselling Service for members of the community and Extension students which is under the direction of Dr. L. Craig Parker, Jr. The service is oriented to serve vocational, educational, and interpersonal counselling needs. During this period of time, a total of 207 individuals were assisted, either on an individual basis, or as members of professional groups for whom special workshops were designed. The two group courses were Group Dynamics and Interpersonal Training for Nurses, attended by 45 nurses, and Applied Psychology for Police, which registered 40 policemen.

The second was the University Lecturers' Service in which community groups seeking guest speakers may call the Department of Extension and be put in contact with University of Alberta faculty members who have volunteered their time. Over 175 faculty members have volunteered to contribute in this way to the wider Alberta community.

Programs Available on Community Initiative, the third new service, are courses which the Department is prepared to hold anywhere in the Province at the request of a minimum number of students. These courses are listed in detail in the Extension Calendar.

The following is a record of some of the highlights of Departmental activities through the year. Tables I through V give more complete statistical data.

LIBERAL STUDIES

The Liberal Studies Division is responsible for programs for personal enrichment through the study of language, literature, and applied social science.

The language courses were expanded this year to include Russian, Ukrainian, Romanian, and Cree, besides French, German, and Spanish. Introductory Cree, first offered last year, had an enrollment this year of 25 students from the Charles Camsell Hospital, other institutions, and the University campus. With the special permission of the Department of Anthropology, students were permitted to take Introductory Cree for university credit.

New courses in literature were given under the titles of European Civilization and the New Writers of Africa, and Science Fiction Becomes SF. Also held were two sections of a beginning course in creative writing, So You Want to Write, along with one section of an advanced course on the same subject.

In co-operation with the Edmonton Public Library, three free film series were held on Man and His Environment, Man and His Leisure, and Environment and Non-Environment. Approximately 170 persons attended these series while over 300 persons attended each of the 13 Civilisation films produced by Sir Kenneth Clark for the BBC. These films were shown at M. E. LaZerte Composite High School in the north part of the city and at the Henry Marshall Tory Building in the south.

Two years ago the Department, in co-operation with a group of Hinton citizens headed by University Senate member D. I. Crossley, organized The University at Hinton—a series of lectures given by University faculty. This year five lecturers participated: Kennedy G. McWhirter, Associate Professor of Genetics, lectured on human ecology; Harry Wohlfarth, Associate Professor of Extension, art; Miss Thelma Oliver, Assistant Professor of Political Science, political science; Roger L. Poppe, Edmonton Social Planning Council, anthropology; and Mrs. Patricia Tennant, Lecturer in Physiology, neuropsychology.

From time to time the Department develops new courses designed to meet specific adult needs which, after a test period, it tries to turn over to other agencies who can carry them on. This procedure then frees the Department to develop other new courses. Two examples of this are the Preschool Program and the counselling-information Second Look course. Initially, the Department started the Preschool Program because there was a need for formalized training for workers in day care centres and playschools. Now that Grant MacEwan Community College will be in operation in September, 1971, the Preschool Program is in the process of being turned over to it because it appears to be the logical agency to offer this type of training. Similarly, the Department started the Second Look courses in which women, and later men, examined their goals and desires in terms of continuing their education, returning to work, or to voluntary service. The program has grown to the extent that other agencies are willing to assist in offering this course in other areas of the city. It is hoped that these other agencies will accept the entire responsibility for these programs in the near future.

Offered for the first time this year, Culture-Communication-Conflict dealt with how other cultures view the world and life within it. In a second new course, 10 University of Alberta staff members speculated on The Future of Man as seen from the perspective of their particular disciplines. In total, human relations courses numbered 28 with an enrollment of 652.

A special contribution to the work done in human relations was made by individuals who served on the Human Relations Advisory Committee. They were Miss Dorothy Crouse, Alberta Hospital, Ponoka; Dr. J. Guild, Royal Alexandra Hospital; E. W. King, Canadian Utilities Limited; Reverend Ian MacMillan, St. Paul's United Cturch; Dr. Dave Phillips, Department of Health; Dave Erickson, Alberta Hospital, Ponoka; J. H. Wilson, Alberta Department of the Attorney General; D. B. Mitchell, Canadian Utilities Limited; I. Alan Goard, Social Services Department; Vic R. Morrison, Provincial Personnel Administration Office; and Dr. Ray Rasmussen, Faculty of Business Administration and Commerce; Dr. D. Kuiken, Psychology; Dr. Paul Koziey, Educational Psychology; Garry Ford, Graduate Student in Educational Psychology; Hayden Roberts, Extension; and W. H. Stewart, Extension, all of The University of Alberta.

BUSINESS AND PROFESSIONAL

Certificate Programs continued to be a very important part of the Business and Professional Division's work. The Management Development Program, with 485 registrations, maintained its place as one of the most popular sources of general management education in Edmonton. Students are also able to follow courses of study leading to certificates in Personnel Administration, Management Science, and Computer Programming. Young bankers wanting to qualify for their Institute's designation can do so by taking selected courses in some of the above programs. About 10 per cent of the bank employees in Edmonton have taken advantage of this opportunity.

Among the new programs in business which were offered this year was the Bank Manager's Program held for 30 selected students from chartered banks who intensively studied organizational behavior and marketing. This pilot project for the Institute of Canadian Bankers proved so successful that it will be offered in Toronto, Montreal, and Vancouver in the fall of 1971.

In co-operation with Administrative Data Processing, the Computing Centre, and the Department of Computing Science, the Department of Extension initiated the Certficate Program in

Computer Programming in response to an ever increasing demand for a consolidated computer program. During the 1970-71 academic year, 181 students registered in the first two courses, Computer Fundamentals and Introduction to Systems Analysis. In the program, students may concentrate on scientific application, business application, or a combination of both.

The Continuing Legal Education Program served 562 Edmonton and Northern Alberta lawyers during the year with seven courses. In addition to operating the program in Edmonton, the Department gave leadership to the Province-wide committee which does the overall planning. Audiotapes were made at two seminars during the year and have been purchased by lawyers. They seem to be attractive to those who want relief from their reading load or who find listening to tapes a profitable way to pass time spent in business or recreational travelling.

The Continuing Education for Engineers program maintained its growth with about 600 registrations being recorded. This figure does not include the approximately 90 engineers who pursued various types of administrative education in the Department's certificate programs. In total, about 20 per cent of the engineers in the Edmonton area took advantage of Extension programs to improve their education during the year. New courses offered in engineering included Practical Photogrammetry, Geodesy and the Determination of Geographic Positions Offshore, Engineering Economics, Corrosion Prevention and Control, Steel Structures for Buildings, and Building Acoustics.

The Peace-Athabasca Delta Symposium was a controversial and useful interdisciplinary analysis of this difficult problem. It contributed to the state of the knowledge about the Delta in a way which will enable wider points of view to be brought to bear on future situations of this kind. Speakers at the symposium included University faculty members, federal and provincial civil servants, politicians, delta residents, and representatives of private industry.

The 1970 National Conference on Earth Science dealt with The Evolution of Deformed Belts. Symposium leaders included Dr. V. V. Beloussov, Moscow State University; Dr. P. B. King, United States Geological Survey; and Dr. R. Trumpy, Swiss Federal Institute of Technology. Added to this week-long residential program in Banff was a field trip across the Canadian Cordillera conducted by Dr. C. Dalstrom, Standard Oil Company of California; Dr. J. O. Wheeler, Geological Survey of Canada; and Dr. A. W. Bally, Shell Oil Company, Houston.

PUBLIC ADMINISTRATION

The Public Administration Division has as its major responsibility the training of public administrators through its three certificate courses in local government, municipal assessment, and public administration.

Now in its 13th year, the Certificate Course in Local Government is designed for municipal secretaries, assessors, council members, and other local government officers who this year enrolled in two courses—Local Government Organization and Local Government Accounting—held in Edmonton, Peace River, Calgary, Lethbridge, Medicine Hat, and Vermilion. Assessment Elements and Assessment Uniformity were the two courses offered under the Certificate course in Municipal Assessment. Total enrollment in these four courses was 203. Informally, the completion of these programs has come to be recognized as a requirement for appointment to many positions in local government. To date a total of 482 students have qualified for these certificates.

A parallel to the Management Development program noted previously, the Certificate Program in Public Administration is designed to train civil servants to meet the complex problems of governmental administration. This year 72 students were enrolled in three courses, Economics, Organization and Administration of the Government of Canada, and Sociology.

Two longstanding courses were continued—Municipal Refresher Course, now in its 32nd year, and the School Secretaries Short Course and Trustees Seminar, now in its 26th year. A total of 649 persons attended these sessions. During these courses, a special one-day program was offered to the attendees' wives by the Liberal Studies Division. Mrs. Adlynn E. Hewitt, an Edmonton lawyer, spoke to approximately 200 wives on Law and the Modern Woman.

The Public Administration Division finds itself drawn to the relatively new fields of urban problems and governmental budgeting with the result that a new Seminar on School Budgeting was held in St. Albert which was attended by more than 60 school finance people.

Besides the above certificate programs, the Division offers a basic program of real estate education provided through a three-year Certificate Course in Real Estate. Individual courses are offered on a lecture basis in Edmonton and Calgary while students in the rest of the Province may complete the requirements for the certificate by correspondence. The students in this program are real estate practitioners, institutional investors, property developers, construction personnel, professionals, and interested individuals. This year 169 students registered for Real Estate Law, Property Improvement, and Appraisal of Real

Property. The completion of this program has been recognized by the Canadian Institute of Realtors to satisfy the educational requirements for membership and the use of the designation Fellow of the Real Estate Institute (F.R.I.). The first graduating class, numbering 22, completed the requirements this year and were presented with their certificates.

Assistance from the Real Estate Research Fund, established in 1967 by the Alberta Real Estate Association to be administered by the Department of Extension, enabled completion of research on "The Evolution and Changing Function of a Commercial Ribbon: A Case Study," by Miss Norah Kwok-Wah Chow under the supervision of D. B. Johnson, Assistant Professor of Geography. Five other research projects financed through this fund are now underway.

COMMUNITY RESOURCES DEVELOPMENT

There are three broad subject areas within the Community Resources Development Division. These are community leadership development, community-urban studies, and agriculture.

The community leadership development programs have two objectives—to create an awareness in the citizenry of the basic social issues confronting society and to develop community leadership capabilities such that social policies, social institutions, and social programs are the outgrowth of the maximum feasible participation by citizens in the decision-making process. To meet these needs, the Division develops and provides a variety of programs ranging from skill building to information transfer programs. Consultative support is also given to leaders of community groups. Along these lines, the Division organized a week-long consultation and experiential program for teaching staff and students of the University Interdisciplinary M.A. Program in Community Development. The purpose of the program was to improve staff-student communications and to build better relationships for a learning community.

A special organizational development program was designed for the Metis people of the Pe-Ta-Pun Development Corporation in Lac La Biche. The objective of the program was to help this fledgling self-help group develop skills in leadership and community involvement.

Conflict and Social Change was a week-long program which sought to help participants gain some awareness of themselves in conflict situations so that they might adequately diagnose and constructively use conflict or confrontation for social change. That this subject matter was relevant was again proved by the large number of registrants—38. Jerry Spiegal of Chicago, a consultant in community relations, served as chief resource person.

The community-urban studies program in 1970-71 took the nature of a range of programs and consultations based on the declared interests of citizens.

Two Practicums in Citizen-Based Community Analysis focused on real day-to-day information rather than classroom data and appeared before Edmonton City Council and the City Public Works Committee on several occasions.

A seven-month seminar on Communication and Group Development in the Fort Saskatchewan Correctional Institute was initiated with a group of 13 women inmates which led to a second series of 13 afternoon sessions with the women staff members to consider problems of institutional change and therapeutic rehabilitation.

Among the more formalized courses offered by the Division were Urban Planning, an advanced course of 20 lectures dealing intensively with city and regional planning methods attended by 28 persons, and a special study seminar on the Religious Beliefs of North American Indians and the Eskimo led by Dr. Joseph Cahill, Chairman of the Religious Studies Department, The University of Alberta.

In co-operation with the Interdisciplinary Committee on Environmental Quality, an ecology and pollution information centre was organized to be housed in the Adult Student Centre of the Department of Extension to provide information to the growing number of professional and school queries from across the Province.

In addition to courses, conferences, and consultations offered in community leadership development and community-urban studies, the Division offers programs designed to meet the continuing education needs of agrologists, agricultural educators and extension personnel, agribusiness representatives, production innovators, and policy makers in agriculture.

Among the successful programs offered during the year were the Seventh Annual Cattlemen's Short Course attended by 75 persons; Third Annual Sheep Symposium with a registration of 61 from across Western Canada; and Tenth Annual Feed Industry Conference and Sixth Annual Horticulture Week which together attracted over 250 participants.

During the year the following publications were prepared by the Faculty of Agriculture and distributed through the Department of Extension:

Agriculture Bulletin (four issues)
Feeders' Day Report (49th Annual Report)
Dairy Cattle Production in Alberta (reprint)
Proceedings of the First and Second Sheep Symposia
Proceedings of the Third Sheep Symposium

- Proceedings of the Seventh Cattlemen's Short Course
- Crop Production Risk in Alberta (reprint)
- Alberta's Pasture Resources (reprint)
- Soils and Fertilizers for Gardens and Lawns (reprint)
- Location Analysis for Alberta Hog Assembly Centers
- Insecticides for Use Around the Home and Garden
- Soil Zone Maps of Alberta (reprint)
- Alberta Institute of Pedology Report

FINE ARTS

As people enjoy more leisure time, they seek more exposure and involvement in the fine arts. This increased interest was dramatically reflected in the number of art courses offered in Edmonton which, this year, reached a total of 46 classes with an enrollment of 736 in painting, drawing, composition, printmaking, ceramics, and photography courses.

A highlight of the year was the showing of Special Art Projects carried on with the assistance of four leading Canadian artists—Michael Snow, Dennis Burton, Iain Baxter, and Karl Beveridge—and a leading English ceramist, Gordon Baldwin. Approximately 350 persons attended the exhibition at the Edmonton Art Gallery.

A new darkroom has been completed, making the Department of Extension one of the best equipped art facilities for extension students in Canada. The darkroom was built in what used to be a storage room so that no floor space was lost in the art studios.

As a result of the reorganization and consolidation of art instruction in areas outside Edmonton, the Department of Extension offered four intermediate and advanced classes in Athabasca, Red Deer, Wetaskiwin, and Banff for which a total of 64 students registered. Aside from these courses, the Department works with local community art clubs by giving supervision and occasional assistance to fundamental art classes held in Banff, Canmore, Camrose, Nanton, Wetaskiwin, St. Paul, Bonnyville, Killam, Hughenden, Arrowwood, Warner, Milo-Lomond, Stavely, Ralston, Athabasca, Westlock, Ponoka, Lacombe, Champion, Three Hills, Bon Accord, Red Deer, Edson, Vegreville, and Medicine Hat. The Department also gives special training to senior art club leaders who themselves undertake the instructional responsibility at the fundamental level.

EXTENSION LIBRARY

One of the tangible benefits Provincial citizens receive from the University is the Province-wide library service of the Extension Library. To those in the more isolated areas, the book parcels they receive from the Library are their only contact with the University.

For over 60 years the Extension Library has provided service through open-shelf borrowing, the dispatch of book parcels, and the travelling library service in which boxes of 40 books are sent to central points for subsequent local distribution. The book stock of the Library now stands at 75,411 volumes with an overall annual circulation of 157,356 volumes.

Included in the Library's services is a reference service for which there were a total of 646 requests received this year. Book lists for adults, youth, and children are also provided as are reading programs to stimulate reluctant readers.

Recent changes in elementary and secondary school curricula which emphasize greater individual study and reading have created greater demands on the Library service from both students and teachers in rural areas who have underdeveloped local library services.

In addition, this year has seen increased demands from adults registered in evening credit and non-credit programs offered by universities, junior colleges, and vocational schools over the Province. The Extension Library attempts to meet these needs whenever possible and for whatever reason within the scope of its facilities and collection.

An important addition to the services offered by the Department has been the Adult Student Centre, now in its first full year of operation. The Centre is supervised jointly by the Educational Media Division and the Extension Library. This year a good basic book collection has been put together including recently published materials in the fields of adult education, community development, and related subject areas, and the updating of holdings pertinent to specific Extension courses. Books now shelved in the Centre total 2,750 as compared with 1,620 a year ago. The Centre's periodical collection has grown from 43 subscriptions to almost 80 at the present time.

Besides books and other printed materials, the Adult Student Centre houses the Educational Media Division's record collection of over 2,600 recordings of all kinds of music from classical to rock. Listening and viewing points for individual use of audio-visual materals are provided as are tapes and filmstrips.

EDUCATIONAL MEDIA

The Educational Media Division has completed its 54th year of operation and remains the only unit of its type in Canadian university adult education. The Division offers a comprehensive service in educational materials, instruction, equipment, and information to Albertans. In addition to its role in university extension, it is also the principal supplier of audio-visual materials to the intramural program of the University. The educational media collection includes films, slides, tapes, overhead transparencies, records, audiotapes, filmstrips, and videotapes. Consultation and information is offered to organizations and educational agencies on program planning, educational media utilization, and production techniques.

Film circulation declined slightly this year due to a change in service policies and budget restrictions imposed on some agencies renting films. The film service to the instructional program of the University has remained constant. The decrease in circulation to the campus was largely due to a reduction in preview films supplied for student evaluation in the Faculty of Education. The number of reels of film, a measure of film length, has again increased. This indicates that fewer but longer films are now being used. During the year 160 new film titles were added and 76 films were withdrawn. A new general catalog of films was published and a new business materials catalog was prepared.

New courses were offered this year as a part of the instructional program and an increased enrollment was experienced. The new programs related to the use of closed circuit television and videotape, educational media applications in public information programs, production and use of audiotapes, production of Super 8mm films, and the design and use of educational simulations and games.

The use of closed circuit television and videotape in Extension programs almost tripled this year as additional equipment was made available for Extension programs. Audio-visual equipment services to Extension and the general public increased 3½ times over the previous year.

One independent study discussion package was produced dealing with urban problems and 280 cassette audio-tapes were duplicated for Extension programs.

STAFF

The outreach of the University through its extension activities as reflected in this report has been made possible through the members of the University staff who participate in the planning, staffing, and evaluating of extension activities. Also, the participation of governmental, voluntary, farm, business, and professional agencies and their members who offer advice, counsel, and financial support in the development of programs has been valuable.

The Department of Extension's role is to provide a wide variety of continuing education opportunities to the community working from the base of expertise available within the University and with the impetus and innovation provided by the Extension staff.

Two new staff members joined the Department of Extension during the period covered by this report. Dr. L. Craig Parker, Jr., accepted a joint appointment between this Department and the University Student Counselling Service and offered an adult counselling service to the public and to Extension students. Donald J. Weideman joined the Public Administration Division and assumed responsibility in the area of real estate.

Mrs. Helen M. Sinclair, who previously served the Extension Library from 1960-66, was reappointed as a Librarian. Miss Moira L. English resigned her position with the Extension Library and accepted a part-time appointment as Librarian to the Adult Student Centre of the Department. Mrs. Amy Zelmer returned from a year's assisted leave at Michigan State University where she worked toward a doctoral degree. During the year Duncan Campbell, Director of Extension, has been on leave.

Special mention should be made of the work done for the Department by Colonel E. W. Cormack who, as a retired member of this staff, carried on programming in leadership training and community development on a part-time basis. During this past year, Colonel Cormack conducted three courses—Human Relations, Communications, Leadership; Community Leadership and Small Business Operation; and Human Relations: Using Human Resources for Community Development—in addition to consulting activities.

The importance of the non-academic staff in this supportive role cannot be overlooked. This year the non-academic staff totalled 57, a decrease of five from the previous year. Without them the work of the Department could not succeed and I am pleased to conclude by recognizing their important contribution.

Respectfully submitted,

C. M. Lockwood,
Acting Director of Extension.

TABLE I

COURSES, CLASSES, AND CONFERENCES

APRIL 1, 1970, to MARCH 31, 1971

LIBERAL STUDIES	*Location*	*Period*	*Hours*	*Attendance*	*Sponsor*
MODERN LANGUAGES AND LITERATURE					
Elementary Russian	Edmonton	Oct. 7-Mar. 3	40	12	
Oral Ukrainian	Edmonton	Oct. 6-Mar. 2	40	17	
Elementary German (Section 1)	Edmonton	Oct. 5-Mar. 9	40	17	
(Section 2)	Edmonton	Oct. 8-Mar. 12	40	17	
Advanced German	Edmonton	Oct. 6-Mar. 2	40	10	
Conversational Romanian	Edmonton	Oct. 7-Mar. 11	40	15	
Introductory Cree	Edmonton	Oct. 6-Feb. 25	72	25	Intercultural Education Program, Department of Anthropology, The University of Alberta
Spanish Conversation I (Section 1)	Edmonton	Oct. 6-Mar. 2	40	18	
(Section 2)	Edmonton	Oct. 6-Mar. 2	40	15	
Conversational Spanish II	Edmonton	Oct. 6-Mar. 2	30	8	
Intensive Workshop for Teachers of French	Edmonton	July 6-July 24	105	19	
Conversational French IA	Edmonton	Sept. 23-Feb. 17	40	15	
Conversational French IB	Edmonton	Sept. 23-Feb. 17	40	16	
Conversational French III	Edmonton	Sept. 22-Feb. 16	40	9	
Conversational French IV	Edmonton	Sept. 23-Feb. 17	40	11	
French Conversation and Applied Grammar	Edmonton	Oct. 3-Mar. 14	60	16	
Oral French I	Edmonton	Sept. 22-May 6	120	14	
Oral French II	Edmonton	Sept. 22-May 6	120	5	
Oral French III	Edmonton	Sept. 22-May 6	120	6	
So You Want to Write (Creative Writing—Beginners) (Section 1)	Edmonton	Oct. 6-Dec. 8	20	23	
(Section 2)	Edmonton	Jan. 26-Mar. 30	20	28	
Creative Writing—Advanced	Edmonton	Oct. 8-Dec. 10	20	14	
Science Fiction Becomes SF	Edmonton	Jan. 28-Apr. 1	20	7	
European Civilization and The New Writers of Africa	Edmonton	Oct. 8-Dec. 10	20	8	
PHILOSOPHY AND RELIGION					
Colloquium VII—Man and His Institutions	Edmonton	Oct. 21-Mar. 10	27	24	
Hinduism and Buddhism	Edmonton	Oct. 6-Dec. 8	20	17	
Religious Beliefs of North American Indians and the Eskimo	Edmonton	Mar. 1-Apr. 5	12	19	
LAW					
Law for Everyman	Edmonton	Oct. 7-Dec. 7	15	31	
PUBLIC AFFAIRS					
Evening Film Series—Man and His Environment	Edmonton	Oct. 9-Nov. 20	12	80	Edmonton Public Library, STOP, Edmonton Anti-Pollution Association
Lunch Hour Film Series—Man and His Leisure	Edmonton	Oct. 9-Nov. 13	6	60	Edmonton Public Library
Film Series—Civilisation	Edmonton	Jan. 26-Apr. 20	13	50	
Film Series—Civilisation	Edmonton	Jan. 28-Apr. 22	13	250	
Lunch Time Film Series—Environment or Non-Environment?	Edmonton	Feb. 5-Mar. 12	6	30	Edmonton Public Library
Seminar on Urban Problems	Correspondence			3	
Peace-Athabasca Delta Symposium	Edmonton	Jan. 14-Jan. 15	14	112	
Rene Levesque Public Lecture	Edmonton	Mar. 25	2	600	
Public Information Forum—War Measures Act	Edmonton	Oct. 22	2	125	
Canadian Government and Politics	Edmonton	Oct. 5-Dec. 7	20	9	
Invitational Conference on Citizenship	Edmonton	Oct. 9	6	28	Canadian Association of Adult Education, Federal Department of Citizenship
China and the Far East in World Politics	Edmonton	Feb. 3-Apr. 7	20	8	
Visiting Lecturer Series—Ram Singh	Edmonton, Slave Lake, St. Paul	May 3-May 6	30	60	Alberta Human Resources Development Authority
Visiting Lecturer Series—World Environment, Design Science Exploration	Edmonton	Apr. 24-Apr. 26	14	85	

	Location	*Period*	*Hours*	*Attendance*	*Sponsor*
Western Consultation with the Economic Council of Canada	Edmonton	May 6	8	80	Edmonton Chamber of Commerce, Economic Council of Canada
Urban Planning	Edmonton	Oct. 14-Mar. 2	45	28	
SOCIAL SCIENCE					
Preschool Workshop	Edmonton	Aug. 10-Aug. 12	60	22	
Preschool Program—Course I	Edmonton	Oct. 6-Dec. 8	20	29	
Preschool Program—Course II	Edmonton	Oct. 8-Dec. 10	20	32	
Preschool Program—Course III	Edmonton	Jan. 12-Mar. 16	20	28	
Preschool Program—Course IV	Edmonton	Feb. 11-Apr. 15	20	27	
Communication and Creativity Through Movement	Edmonton	Oct. 5-Dec. 7	20	14	
Focus 1970-71	Edmonton	Nov. 20 and Mar. 26	10	135	
Workshop on Preschool Program for Indian Women	Edmonton	Dec. 10-Dec. 11	12	18	Voice of Alberta Native Women
It's Never Too Late (Section 1)	Edmonton	Oct. 7-Nov. 4	10	16	
(Section 2)	Edmonton	Feb. 3-Mar. 3	10	14	
A Second Look (Section 1)	Edmonton	Sept. 21-Nov. 10	22	29	
(Section 2)	Edmonton	Sept. 30-Nov. 18	22	31	
(Section 3)	Edmonton	Jan. 19-Mar. 30	22	21	
(Section 4, Mixed Group)	Edmonton	Jan. 28-Apr. 8	18	30	
(Section 5)	Fort Saskatchewan	Mar. 4-May 20	22	15	
Devlopment of Simulation—The Involved Woman	Edmonton	Nov. 5	2	40	
HOUSEHOLD ECONOMICS					
Creative Stitchery and Textile Design	Edmonton	Nov. 3-Dec. 8	9	26	
Interior Design	Edmonton	Oct. 7-Mar. 10	40	116	
The Design of Our Lives	Edmonton	Nov. 5-Jan. 28	20	7	
Home Economics Today—Management of Family Resources	Edmonton	Jan. 12-Feb. 16	9	24	Edmonton Home Economics Association; School of Household Economics, The University of Alberta
SELF-IMPROVEMENT					
Reading Efficiency Laboratory (Section 1)	Edmonton	Oct. 10-Dec. 12	15	32	
(Section 2)	Edmonton	Oct. 13-Dec. 15	15	33	
(Section 3)	Edmonton	Oct. 13-Dec. 15	15	34	
Reading Efficiency Laboratory for University Students	Edmonton	Feb. 16-Apr. 6	16	13	
Reading Efficiency 570 Laboratory	Edmonton	July 6-July 22	14	15	
Speed Reading (Section 1)	Edmonton	Oct. 5-Nov. 30	16	31	
(Section 2)	Edmonton	Oct. 7-Dec. 2	16	30	
(Section 3)	Edmonton	Oct. 7-Dec. 2	16	29	
(Section 4)	Edmonton	Jan. 25-Mar. 15	16	30	
(Section 5)	Edmonton	Jan. 27-Mar. 17	16	30	
(Section 6)	Edmonton	Jan. 27-Mar. 17	16	29	
(Section 7)	Edmonton	Feb. 1-Mar. 22	16	12	
The Way to Good Speech (Section 1)	Edmonton	Oct. 6-Dec. 8	20	18	
(Section 2)	Edmonton	Jan. 26-Mar. 30	20	30	
SCIENCE					
Archaeology Summer Course	Edmonton	July 6-Aug. 3	15	26	
Tourist Archaeology	Edmonton	Oct. 6-Dec. 8	20	22	
HIGH SCHOOL ENRICHMENT PROGRAM	Edmonton	Jan. 30-Mar. 27	129	544	Edmonton and vicinity school systems
GENERAL					
Theory and Practice of Physical Fitness in Men	Edmonton	Oct. 19-Feb. 10	45	22	
Home Gardeners' Course	Edmonton	Feb. 23-Apr. 27	20	30	
Home Landscaping	Edmonton	Feb. 27-Mar. 27	12	17	
The University at Hinton	Hinton	Oct. 2-Mar. 19	20	25	
Natural Resource Management Environmental Conservation	Gold Eye Lake Camp	June 10-June 12	16	65	Farmers' Union and Co-operative Development Association, Alberta Department of Agriculture
FINE ARTS					
DRAWING AND PAINTING					
Drawing I	Edmonton	Apr. 13-June 22	25	19	

Drawing and Painting I (Section 1)	Edmonton	Apr.	13-June	22	25	14	
(Section 2)	Edmonton	Apr.	14-June	16	25	15	
Drawing I, Basic (Section 1)	Edmonton	Sept.	28-Mar.	29	60	20	
(Section 2))	Edmonton	Sept.	29-Mar.	23	60	11	
(Section 3)	Edmonton	Sept.	29-Mar.	23	60	20	
Painting I, Basic (Section 1)	Edmonton	Sept.	28-Mar.	29	60	10	
(Section 2)	Edmonton	Sept.	30-Mar.	31	60	10	
(Section 3)	Edmonton	Sept.	30-Mar.	31	60	18	
(Section 4)	Edmonton	Oct.	3-Mar.	27	60	14	
Composition I, Painting and Design (Section 1)	Edmonton	Sept.	30-Mar.	31	60	10	
(Section 2)	Edmonton	Sept.	30-Mar.	31	60	11	
Drawing and Graphics II	Edmonton	Apr.	14-May	13	25	13	
Drawing and Painting II	Edmonton	Apr.	13-May	14	25	14	
Painting II, Design (Section 1)	Edmonton	Sept.	29-Mar.	23	60	8	
(Section 2)	Edmonton	Sept.	29-Mar.	23	60	14	
Painting II, Portrait	Edmonton	Oct.	1-Mar.	25	60	16	
Drawing II, Life (Section 1)	Edmonton	Sept.	28-Mar.	29	60	19	
(Section 2)	Edmonton	Sept.	28-Mar.	22	60	20	
Drawing II, Creative Drawing and Printmaking	Edmonton	Sept.	29-Mar.	23	60	13	
Painting III, Acrylics	Edmonton	Oct.	1-Mar.	25	60	8	
Painting III, Advanced Portrait and Life	Edmonton	Oct.	1-Mar.	25	60	17	
Landscape Painting (Section 1)	Edmonton	Apr.	15-June	17	25	21	
(Section 2)	Edmonton	Apr.	18-June	20	25	14	
Printmaking (Section 1)	Edmonton	Sept.	28-Mar.	22	60	14	
(Section 2)	Edmonton	Sept.	30-Mar.	24	60	14	
Painting, Landscape (Section 1)	Edmonton	Sept.	17-Nov.	19	25	9	
(Section 2)	Edmonton	Sept.	19-Nov.	21	25	12	
Life Drawing	Edmonton	Oct.	2-Mar.	26	60	12	
Life and Portrait Drawing and Painting	Edmonton	Oct.	2-Mar.	26	60	12	
Edmonton Public School Workshops for Teachers	Edmonton	Oct.	28-Oct.	30	12	20	
Teaching Seminar for Assistant Instructors	Edmonton	Apr.	2-Apr.	3	10	13	
Fundamentals of Drawing I and Intermediate Drawing II, Life	Banff	June	8-June	19	60	15	
Intermediate Drawing, Life II	Banff	Oct.	2-May	27	50	11	
Intermediate Life Drawing II and Advanced Drawing and Painting III	Wetaskiwin	Oct.	4-Apr.	30	50	22	
Intermediate Life Drawing II and Advanced Drawing and Painting III	Red Deer	Oct.	3-Apr.	29	50	16	
Teaching Seminars for Assistant Instructors	Edmonton	Apr.	1-Apr.	30	23	7	
Intermediate and Advanced Drawing II and III	Athabasca	Oct.	10-May	19	50	15	
CERAMICS							
Ceramics (Section 1)	Edmonton	Apr.	13-June	22	25	15	
(Section 2)	Edmonton	Apr.	14-June	23	25	10	
(Section 3)	Edmonton	Apr.	15-June	24	25	14	
Ceramics, Basic (Section 1)	Edmonton	July	13-July	18	15	12	
(Section 2)	Edmonton	July	20-July	25	15	14	
Santo Mignosa Ceramic Workshop	Edmonton	Dec.	5-Dec.	6	10	97	
Ceramics II (Section 1)	Edmonton	Sept.	29-Mar.	23	60	15	
(Section 2)	Edmonton	Sept.	30-Mar.	24	60	16	
Ceramics III, Advanced	Edmonton	Oct.	1-Mar.	25	60	15	
Ceramics, Sculptural	Edmonton	Sept.	30-Mar.	24	60	15	
Ceramics I, Basic (Section 1)	Edmonton	Sept.	28-Mar.	15	60	16	
(Section 2)	Edmonton	Oct.	2-Mar.	26	60	16	
DANCE							
Dance Session '70	Edmonton	Aug.	17-Aug.	28	424	388	Alberta Cultural Development Branch, Alberta Ballet Company, Orchesis, The University of Alberta Faculty of Physical Education
MUSIC							
What to Listen for in Music (Section 1)	Edmonton	Sept.	28-Dec.	7	18	47	
(Section 2)	Edmonton	Jan.	18-Mar.	22	18	18	

	Location	Period	Hours	Attendance	Sponsor
PHOTOGRAPHY					
Composition and Photography (Section 1)	Edmonton	Apr. 30-June 25	28	15	
(Section 2)	Edmonton	Sept. 29-Mar. 23	60	15	
Photography II	Edmonton	Oct. 1-Mar. 25	30	8	
BUSINESS OR TECHNICAL					
Certificate Programs					
MANAGEMENT DEVELOPMENT PROGRAM					
Business Finance	Edmonton	Sept. 29-Apr. 6	50	16	Faculty of Business Administration and Commerce, The University of Alberta
Business Organization and Administration					
(Section 1)	Edmonton	May 5-June 30	50	26	
(Section 2)	Edmonton	Sept. 29-Apr. 5	50	36	
(Section 3)	Edmonton	Sept. 28-Apr. 5	50	36	
(Section 4)	Edmonton	Sept. 29-Apr. 5	50	31	
(Section 5)	Edmonton	Sept. 30-Apr. 6	50	32	
(Section 6)	Olds	Sept. 29-Apr. 6	50	25	
(Section 7)	Lethbridge	Jan. 11-May 11	50	30	
Business Policy	Edmonton	Sept. 28-Mar. 29	50	12	
Canadian Economic Development (Section 1)	Edmonton	May 5-June 30	50	22	
(Section 2)	Edmonton	Sept. 28-Apr. 5	50	34	
(Section 3	Edmonton	Sept. 29-Apr. 6	50	35	
(Section 4)	Grande Prairie	Sept. 29-Mar. 29	50	12	
Commercial Law	Edmonton	Sept. 28-Apr. 5	50	35	
Commercial Data Processing	Edmonton	Sept. 29-Apr. 6	50	8	
Management Accounting and Financial Controls					
(Section 1)	Edmonton	Sept. 30-Mar. 31	50	29	
(Section 2)	Edmonton	Sept. 31-Apr. 1	50	35	
(Section 3)	Edmonton	Sept. 31-Apr. 1	50	32	
(Section 4)	Edmonton	Oct. 1-Apr. 2	50	34	
(Section 5)	Fort Smith	Sept. 29-Apr. 6	50	11	
(Section 6)	Lethbridge	Sept. 30-Mar. 31	50	27	
Personnel Administration (Section 1)	Edmonton	May 5-June 30	50	31	
(Section 2)	Edmonton	Sept. 28-Apr. 5	50	33	
(Section 3)	Edmonton	Sept. 29-Apr. 6	50	25	
Purchasing	Edmonton	Oct. 1-Apr. 1	50	24	
Marketing (Section 1)	Hinton	Sept. 30-Apr. 5	50	28	
(Section 2)	Edmonton	Sept. 30-Apr. 5	50	23	
Business Communications (Section 1)	Edmonton	Sept. 30-Jan. 10	50	34	
(Section 2)	Edmonton	Feb. 10-May 19	50	34	
INSTITUTE OF CANADIAN BANKERS' PROGRAM*					
Introduction to Banking (Section 1)	Edmonton	Sept. 29-Mar. 30	50	35	
(Section 2)	Edmonton	Oct. 1-Apr. 1	50	41	
PERSONNEL ADMINISTRATION**					
Labour Economics	Edmonton	Jan. 12-Apr. 27	30	13	
Training and Development of the Work Force	Edmonton	Jan. 14-Apr. 29	30	30	
Labour Rleations	Edmonton	Sept. 9-Dec. 15	30	19	
Salary and Wage Administration	Edmonton	Sept. 10-Dec. 16	30	17	
Techniques of Interviewing	Edmonton	Sept. 8-Dec. 14	30	32	
MANAGEMENT SCIENCE					
Business Mathematics	Edmonton	Sept. 8-Dec. 14	30	8	
Computer Basics	Edmonton	Sept. 10-Dec. 16	30	11	
Optimization II	Edmonton	Sept. 12-Dec. 20	30	4	
Management Science and Business	Edmonton	Sept. 9-Dec. 15	30	18	
Information Systems	Edmonton	Sept. 8-Dec. 14	30	8	
Optimization I	Edmonton	Jan. 13-Apr. 21	30	7	
Probability and Statistics	Edmonton	Jan. 14-Apr. 22	30	21	

COMPUTER PROGAMMING					
Computer Fundamentals (Section 1)	Edmonton	Oct. 13-Dec. 15	20	33	
(Section 2)	Edmonton	Oct. 14-Dec. 16	20	32	
(Section 3)	Edmonton	Oct. 15-Dec. 17	20	30	
(Section 4)	Edmonton	Jan. 21-Apr. 2	20	27	
Introduction to Systems Analysis (Section 1)	Edmonton	Jan. 18-Apr. 1	30	27	
(Section 2)	Edmonton	Jan. 19-Apr. 2	30	32	
LOCAL GOVERNMENT					
Local Government Organization	Edmonton	Oct. 1-Apr. 30	30	34	Alberta Departments of Municipal Affairs and Education, Alberta School Trustees Association, Urban Secretary-Treasurers' Association of Alberta, Alberta Association of Municipal District Secretary-Treasurers, School Business Officials of Alberta
	Peace River		30	6	
	Calgary		30	9	
	Lethbridge		30	9	
	Medicine Hat		30	3	
Local Government Accounting	Edmonton		30	9	
	Peace River		30	5	
	Calgary		30	8	
	Lethbridge		30	8	
MUNICIPAL ASSESSMENT					
Assessment Elements	Edmonton	Oct. 1-Apr. 30	30	28	Alberta Departments of Municipal Affairs and Education, Alberta School Trustees Association, Urban Secretary-Treasurers' Association of Alberta, Alberta Association of Municipal District Secretary-Treasurers, School Business Officials of Alberta
	Peace River		30	12	
	Calgary		30	30	
	Lethbridge		30	5	
	Medicine Hat		30	4	
	Vermilion		30	8	
Assessment Uniformity	Edmonton		30	24	
PUBLIC ADMINISTRATION					
Economics	Edmonton	Oct. 1-Apr. 30	50	12	Alberta Personnel Branch, Canadian Public Services
Organization and Administration of the Government of Canada	Edmonton		50	19	
Sociology	Edmonton		50	44	
REAL ESTATE					
	Edmonton	Sept. 15-May 8	64	67	Alberta Real Estate Association
	Calgary	Sept. 15-May 8	64	79	
	Correspondence			23	
CERTIFIED GENERAL ACCOUNTANTS					
Accounting 101	Edmonton	Sept. 15-Dec. 15	28	16	Certified General Accountants Association
Law 108	Edmonton	Jan. 5-Apr. 13	28	31	
REGISTERED INDUSTRIAL ACCOUNTANTS					
Accounting I (Section 1)	Edmonton	Oct. 19-Mar. 22	40	31	The Society of Industrial Accountants of Alberta
(Section 2)	Edmonton	Oct. 19-Mar. 22	40	32	
(Section 3)	Edmonton	Oct. 19-Mar. 22	40	32	
(Section 4)	Edmonton	Oct. 19-Mar. 22	40	32	
(Section 5)	Edmonton	Oct. 19-Mar. 22	40	32	
(Section 6)	Edmonton	Oct. 19-Mar. 22	40	31	
Commercial Law (Section 1)	Edmonton	Oct. 15-Mar. 18	40	34	
(Section 2)	Edmonton	Oct. 15-Mar. 18	40	34	
(Section 3)	Edmonton	Oct. 15-Mar. 18	40	34	
(Section 4)	Edmonton	Oct. 15-Mar. 18	40	34	
(Section 5)	Edmonton	Oct. 15-Mar. 18	40	35	
(Section 6)	Edmonton	Oct. 15-Mar. 18	40	35	
Accounting II (Section 1)	Edmonton	Oct. 19-Mar. 22	40	33	
(Section 2)	Edmonton	Oct. 19-Mar. 22	40	33	
(Section 3)	Edmonton	Oct. 19-Mar. 22	40	34	
(Section 4)	Edmonton	Oct. 19-Mar. 22	40	33	
Report Writing (Section 1)	Edmonton	Oct. 21-Mar. 24	20	29	
(Section 2)	Edmonton	Oct. 21-Mar. 24	20	30	
(Section 3)	Edmonton	Oct. 21-Mar. 24	20	30	

*Total of 214 I.C.B. students enrolled in Management Development courses

**Total of 91 Personnel Administration students enrolled in Management Development courses

	Location	Period	Hours	Attendance	Sponsor
(Section 4)	Edmonton	Oct. 21-Mar. 24	20	30	
Managerial Statistics (Section 1)	Edmonton	Oct. 14-Mar. 17	20	32	
(Section 2)	Edmonton	Oct. 14-Mar. 17	20	34	
(Section 3)	Edmonton	Oct. 14-Mar. 17	20	34	
(Section 4)	Edmonton	Oct. 14-Mar. 17	20	34	
(Section 5)	Edmonton	Oct. 14-Mar. 17	20	33	
Accounting III (Section 1)	Edmonton	Oct. 19-Apr. 5	40	30	
(Section 2)	Edmonton	Oct. 19-Apr. 5	40	28	
(Section 3)	Edmonton	Oct. 19-Apr. 5	40	30	
Industrial Organization and Management (Section 1)	Edmonton	Oct. 15-Mar. 18	40	28	
(Section 2)	Edmonton	Oct. 15-Mar. 18	40	28	
(Section 3)	Edmonton	Oct. 15-Mar. 18	40	29	
Cost Accounting and Systems (Section 1)	Edmonton	Oct. 13-Mar. 16	40	28	
(Section 2)	Edmonton	Oct. 13-Mar. 16	40	27	
Auditing (Section 1)	Edmonton	Oct. 14-Mar. 24	40	23	
(Section 2)	Edmonton	Oct. 14-Mar. 24	40	22	
Cost and Management Accounting	Edmonton	Oct. 19-Mar. 22	40	41	

Other Business or Technical Education

	Location	Period	Hours	Attendance	Sponsor
Audio-Visual Communication Workshop	Edmonton	Apr. 11-Apr. 18	12	11	
Simple Video Systems Workshop	Edmonton	Oct. 22-Oct. 23	13	16	
The Use of A-V Materials in Public Information Programs	Edmonton	Nov. 6-Dec. 16	21	8	Canadian Public Relations Society, Edmonton Chapter
Simple Video Systems Workshop	Edmonton	Feb. 24-Feb. 25	12	12	
Effective Executive	Edmonton	Apr. 3-Apr. 4	15	17	
Effective Management for the Executive	Edmonton	Feb. 3-Apr. 17	20	16	
Sales Management Seminar (Section 1)	Edmonton	Apr. 17-Apr. 18	12	21	
(Section 2)	Edmonton	Oct. 23-Oct. 24	16	16	
Industrial Relations Seminar (Section 1)	Edmonton	May 6	8	56	
(Section 2)	Edmonton	Mar. 8-Apr. 26	20	16	
Tax Clinic for Businessmen	Edmonton	Apr. 15	8	58	
University Administration Seminar for Professional Officers	Edmonton	Apr. 24-May 16	18	26	
Practical Application of Motivational Theories	Edmonton	Oct. 6-Dec. 8	20	12	
Estate Planning for Businessmen	Edmonton	Oct. 6-Nov. 10	12	48	
Estate Planning and Management for Women	Edmonton	Oct. 14-Nov. 28	9	24	
Estate Planning for Everyone	Edmonton	Mar. 3-Mar. 24	8	71	
Technical Report Writing (Section 1)	Edmonton	Oct. 7-Dec. 16	20	19	
(Section 2)	Edmonton	Jan. 27-Mar. 31	20	18	
Preparing and Presenting Research and Technical Project Reports (Section 1)	Edmonton	Oct. 1-Nov. 5	12	7	
(Section 2)	Edmonton	Feb. 4-Mar. 25	16	8	
Small Business Management	Edmonton	Oct. 5-Dec. 21	24	28	
Managing Investments (Section 1)	Grande Prairie	Oct. 17	6	15	Investment Dealers' Association of Canada, Edmonton Branch
(Section 2)	Edmonton	Feb. 9-Apr. 13	20	49	
Cost Accounting	Edmonton	Oct. 6-Dec. 8	22	17	
The Bank Managers' Program	Edmonton	Oct. 5-Dec. 15	50	30	
Management by Objectives	Edmonton	Feb. 19-Feb. 20	16	31	
Design and Preparation of Brochures	Edmonton	Feb. 12	6	12	
Management of Human Assets	Edmonton	Jan. 28-Jan. 30	24	13	
Financial Controls in Small Business	Edmonton	Feb. 26-Feb. 27	16	16	
Sales Tax Seminar	Edmonton	Mar. 1-Mar. 2	16	27	Institute of Chartered Accountants of Alberta
Planning for Retirement Workshop	Edmonton	Mar. 5-Mar. 13	14	33	Alberta Federation of Labour, Alberta Council on Aging
Rock and Mineral Identification (Section 1)	Edmonton	Oct. 6-Dec. 8	15	24	
(Section 2)	Edmonton	Feb. 2-Apr. 6	15	22	
Prospecting I	Edmonton	Nov. 3-Dec. 3	20	29	
Prospecting II	Edmonton	Feb. 2-Mar. 4	20	26	
A Practical Approach to Construction Management (Section 1)	Edmonton	Apr. 16-Apr. 17	12	26	
(Section 2)	Edmonton	Feb. 19-Feb. 20	16	31	

Basic Industrial Development	Edmonton	May 31-June 5	37	18	
Corrosion Prevention and Control	Edmonton	Oct. 1-Dec. 3	20	21	
Landscape Architecture	Edmonton	Oct. 14-Jan. 27	24	26	
Steel Structures for Buildings	Edmonton	Nov. 26	7	51	
Building Acoustics Seminar	Edmonton	Oct. 30	8	72	
Introduction to Soil Mechanics	Edmonton	Jan. 28-Apr. 1	20	9	
Physiography of Alberta	Edmonton	Feb. 17-Apr. 21	20	13	
Budgeting for Hospital Middle Management					
(Section 1)	Edmonton	Sept. 29-Dec. 8	20	23	
(Section 2)	Edmonton	Jan. 26-Mar. 30	20	10	
Practical Photogrammetry in Planning Road and Site Surveys for Resource Development	Edmonton	May 11-May 15	43	32	
Accident Prevention Administration (Phase III, Administrative Practice)	Edmonton	Oct. 1-Apr. 1	50	34	Alberta Association of Safety Personnel, Edmonton Chapter
26th School Administration Short Course	Banff	June 10-June 11	15	468	Alberta Department of Education, Alberta School Trustees' Association, School Business Officials of Alberta
32nd Municipal Refresher Course	Banff	June 7-June 8	15	371	Alberta Department of Municipal Affairs, Alberta Association of Municipal District Secretary-Treasurers, Urban Secretary-Treasurers' Association
School Budgeting Seminar	St. Albert	Apr. 19-Apr. 21	14	65	Alberta School Trustees' Association
Office Management and Control	Edmonton	Feb. 1-Apr. 5	20	13	
PROFESSIONAL					
ENGINEERING					
Engineering Economics	Edmonton	Sept. 29-Dec. 15	24	25	
Introduction to Aerodynamics	Edmonton	Oct. 6-Dec. 8	20	11	
Process Analysis and Control	Edmonton	Oct. 14-Dec. 16	28	12	
Critical Path Methods	Edmonton	Oct. 14-Dec. 8	16	16	
Critical Path Methods Seminar	Edmonton	Mar. 22-Mar. 24	18	30	
Solid State Circuit Design (Part I)	Edmonton	Sept. 23-Dec. 16	24	18	
Contract Law for Engineers (Section 1)	Edmonton	Nov. 13-Nov. 14	10	33	
(Section 2)	Edmonton	Feb. 5-Feb. 6	10	32	
The IDEALS Concept	Edmonton	Jan. 26-Mar. 30	20	7	
Fundamentals of Computer Programming for Engineers	Edmonton	Jan. 25-Apr. 19	30	14	
Computing for Engineers	Edmonton	Sept. 21-Dec. 14	30	15	
Real-Time Computer Applications	Edmonton	Jan. 18-Mar. 22	25	8	
Geodesy and the Determination of Geographic Positions Offshore	Edmonton	Jan. 18-Mar. 29	30	38	
Seminar on Treated Bases for Asphalt Pavements	Edmonton	Feb. 1-Feb. 2	14	119	
GEOLOGY					
1970 Earth Science Symposium, "Evolution of Deformed Belts"	Banff	May 4-May 7	36	62	Alberta Society of Professional Geologists
1970 Earth Science Symposium Field Trip, Banff-Sicamous	Banff, Sicamous	May 8-May 10	3 days	51	Alberta Society of Professional Geologists
AGRICULTURE					
Pesticides Home Study Course	Correspondence			13	
Horticultural Week	Olds	Aug. 10-Aug. 14	88	164	Alberta Department of Agriculture, Alberta Nursery Trades Association, Flowers Canada
10th Annual Feed Industry Conference	Edmonton	Nov. 5-Nov. 6	12	95	Alberta Division of Canadian Feed Manufacturers' Association, Alberta Department of Agriculture, Alberta Veterinarians' Medical Association
Cattlemen's Short Course	Banff	Nov. 23-Nov. 27	35	58	Western Stock Growers' Association
Sheep Symposium	Banff	Dec. 3-Dec. 5	20	61	Canadian Co-operative Wool Growers Ltd., Alberta Department of Agriculture, Canada Department of Agriculture
Range Management	Edmonton	Mar. 8-Apr. 3	78	33	
Agricultural Policy Issues Conference	Banff	Feb. 14-Feb. 19	40	57	Farmers' Union and Co-operative Development Association, UNIFARM, Alberta Wheat Pool, United Grain Growers, United Farmers of Alberta Co-operative, Federated Co-operatives Limited

	Location	Period	Hours	Attendance	Sponsor
DIETETICS					
Community Nutrition	Edmonton	Mar. 8-May 31	11	13	Alberta Registered Dietitians' Association
Food Service Training Seminar	Edmonton	Oct. 19-Oct. 21	15	15	Alberta Registered Dietitians' Association
LAW					
Developments in Divorce Law	Edmonton	Apr. 14	6	98	
Short Course on Divorce Law	Edmonton	Oct. 13-Nov. 10	10	13	
Seminar on Defending Criminal Offences Punishable Upon Indictment	Edmonton	Nov. 27	6	124	
3rd Annual Law Refresher Course	Banff	May 4-May 6	18	82	
Recent Developments in Oil and Gas Law	Edmonton	Oct. 16	8	15	
Bankruptcy, Insolvency and Winding Up	Edmonton	Feb. 2-Feb. 23	8	57	
Builders' Lien Act Seminar	Edmonton	Sept. 29	4	173	
EDUCATION					
Workshop on the Use of Simulation Techniques in the Classroom	Edmonton	Apr. 1-Apr. 2	12	11	Audio-Visual Center, Edmonton Public School Board
The Use of Tape Recordings in Education	Edmonton	Nov. 12-Nov. 13	13	7	
Simulation Techniques Workshop (Section 1)	Edmonton	Nov. 26-Nov. 27	14	19	
(Section 2)	Edmonton	Mar. 11-Mar. 12	15	18	
(Section 3)	Edmonton	Feb. 11-Mar. 4	16	39	Alberta Human Resources Development Authority
HUMAN RELATIONS, SUPERVISION, LEADERSHIP TRAINING					
Sensitivity Training Laboratory	Jasper	June 20-June 28	70	42	
Communication in Supervision (Section 1)	Edmonton	June 4-June 6	18	26	
(Section 2)	Edmonton	Feb. 1-Feb. 3	18	30	
Public Health Nurses Workshop	Edmonton	Sept. 21-Sept. 25	35	43	Alberta Department of Public Health
The Psychology of Person Perception	Edmonton	Oct. 5-Dec. 7	20	18	
Toward Self-Actualization	Edmonton	Oct. 6-Nov. 10	12	23	
Your Emotions and You (Section 1)	Edmonton	Oct. 6-Dec. 8	20	24	
(Section 2)	Edmonton	Jan. 25-Mar. 29	20	16	
Psychology of Human Behavior	Edmonton	Oct. 5-Dec. 7	20	28	
Interviewing (Section 1)	Edmonton	Oct. 6-Dec. 8	20	22	
(Section 2)	Edmonton	Oct. 19-Dec. 21	20	17	
(Section 3)	Edmonton	Jan. 26-Mar. 30	20	18	
Supervision and Leadership in the Hospital (Section 1)	Edmonton	Oct. 6-Mar. 2	40	30	
(Section 2)	Edmonton	Oct. 6-Mar. 2	40	26	
Interpersonal Training and Group Process for Nurses	Edmonton	Sept. 21-Dec. 7	36	15	
Laboratory for Senior Executive and Administrative Personnel	Banff	Nov. 1-Nov. 7	60	9	National Training Laboratories—Institute for Applied Behavioral Sciences
Seminar on Modern Marriage	Edmonton	Nov. 7	6	20	
Group Dynamics—Laboratory Method (Section 1)	Edmonton	Oct. 3-Oct. 24	20	24	
(Section 2)	Edmonton	Jan. 23-Feb. 13	20	23	
People and Messages (Section 1)	Edmonton	Oct. 5-Dec. 7	20	38	
(Section 2)	Edmonton	Jan. 25-Mar. 29	20	17	
Human Factors in Management and Supervision (Section 1)	Edmonton	Oct. 7-Dec. 9	20	30	
(Section 2)	Edmonton	Jan. 27-Mar. 31	20	15	
What is the Future of Man?	Edmonton	Oct. 6-Dec. 8	20	24	
Exploring Your Personal Creativity	Red Deer	Nov. 20-Nov. 22	16	18	
Applying Psychology to Your Life	Edmonton	Jan. 25-Mar. 29	20	19	
Culture-Communication-Conflict	Edmonton	Jan. 26-Mar. 30	20	14	
A Workshop for Professionals with Bernie Gunther	Edmonton	Mar. 30-Mar. 31	12	23	
Drugs and Behavior	Edmonton	Jan. 26-Mar. 2	12	22	
Applied Psychology for Police	Edmonton	Feb. 9-Apr. 13	20	20	
Conflict and Social Change	Hinton	Nov. 15-Nov. 20	42	38	
Seminar on Communications and Group Development Within the Prison	Edmonton	July 1-Dec. 31	50	40	FUTURE Society
Staff Development and Communication in the Prison	Fort Saskatchewan	Sept. 17-Nov. 30	54	36	
Leadership Techniques Short Course	Banff	Jan. 17-Jan. 27	68	60	

Foreign Student Advisers' Workshop	Edmonton	June	4-June 12	56	19	Canadian Service for Overseas Students and Trainees
Business Leadership Training Course	Wabasca	June	3-June 13	66	40	Alberta Human Resources Development Authority; Indian Affairs Branch; Co-op Activities Branch; Kee-Wee-Tin-Nok Association, Wabasca
Analysis and Development of Welfare Services to Transient Unemployable Men	Edmonton	Oct.	5-June 27	90	25	The Marian Centre (Oblate Mission), Provincial Hospital, Department of Social Development
Communications and Consultation Seminar for Department of Social Development	Edmonton	Nov.	9-Dec. 21	12	13	
Small Group Leadership	Banff	Mar.	14-Mar. 19	35	51	Division of Continuing Education, The University of Calgary
Community Leadership Workshop	Lethbridge	Feb.	25-Feb. 27	24	54	Federal Department of Indian Affairs; Alberta Human Resources Development Authority, Community Development Branch; Alberta Native Friendship Association; Federal Department of Secretary of State
Practicum in Community Analysis	Edmonton	Nov.	1-Apr. 30	80	6	
Supervisory Techniques (Section 1)	Edmonton	Oct.	5-Dec. 21	24	24	
(Section 2)	Edmonton	Oct.	6-Dec. 22	24	19	
(Section 3)	Edmonton	Feb.	1-Apr. 19	24	24	
Interpersonal Relations Seminar	Edmonton	Sept.	17-Sept. 19	18	14	
Supervisory Techniques in Hospitals	Edmonton	Sept.	29-Nov. 20	30	20	The University of Alberta Hospital
Interpersonal Skills in Administration, Part I	Edmonton	Oct.	14-Jan. 20	24	56	
Interpersonal Skills in Administration, Part II	Edmonton	Feb.	10-Apr. 28	30	24	
Human Relations, Communications, Leadership	Calgary	June	1-June 2	12	32	Alberta Native Friendship Centres' Association
Community Leadership and Small Business Operation	Wabasca	June	3-June 13	60	38	Kee-Wee-Tin-Nok Association
Human Relations: Using Human Resources for Community Development	Lethbridge	Feb.	9-Feb. 12	20	56	Alberta Human Resources Development Authority, Department of Indian Affairs and Northern Development, Alberta Native Friendship Centres' Association

TABLE II

STUDENT REGISTRATION

April 1 to March 31

	1970-71	*1969-70*
Liberal Studies		
Modern Languages and Literature	345	503
Philosophy and Religion	60	42
Law	31	364
Public Affairs	1,608	200
Social Science	501	749
Household Economics	173	160
Self-Improvement	366	..
Science	48	21
High School Enrichment Program	544	845
General	159	..
	3,835	2,884
Fine Arts		
Drawing and Painting	541	669
Ceramics	255	182
Dance	388	..
Music	65	27
Photography	38	..
Drama	..	18
	1,287	896
Business or Technical		
Certificate Programs		
Management Development	485	561
Institute of Canadian Bankers' Program	290	258
Personnel Administration	202	245
Management Science	77	99
Computer Programming	181	..
Local Government Studies	91	93
Municipal Assessment Studies	111	85
General Government Studies	75	85
Real Estate	169	184
Certified General Accountants	47	..
Registered Industrial Accountants	1,129	991
	2,857	2,601
Other Business or Technical Education	2,150	1,806
Professional		
Engineering	378	780
Geology	113	229
Agriculture	481	535
Dietetics	13	..
Law	562	416
Education	94	73
	1,641	2,033
Human Relations, Supervision, Leadership Training	1,383	1,465
	13,153	11,685

TABLE III

EXTENSION LIBRARY STATISTICAL INFORMATION

COLLECTION

At April 1, 1970	72,992
Added	2,726
Withdrawn	307
Total at March 31, 1971	75,411

CIRCULATION

Open Shelf	*1970-71*	*1969-70*
Adult Student Centre and Extension course students	1,641	1,120
Other adult books	101,318	106,937
Children's books	47,147	50,923
Travelling Libraries		
Extension courses	..	262
Other	7,250	10,198
TOTAL	157,356	169,440

TABLE IV

EDUCATIONAL MEDIA DIVISION STATISTICAL INFORMATION

COLLECTION (at March 31, 1971)

8mm films	146
8mm loops	55
16mm films	3,790
16mm films added	160
16mm films withdrawn	76
Filmstrips	2,759
Slide sets	79
Records	2,634
Tapes	61
Transparency sets	13
Number of pieces of equipment available for loan	179

CIRCULATION	*Campus*	*Extension and Public*	*Total 70-71*	*Total 69-70*
16mm films	2,838	14,325	17,163	19,233
16mm reels	7,158	36,409	43,567	43,423
Filmstrips	13	3,124	3,137	2,380
Records	191	5,449	5,640	4,810
Audio-visual equipment	126	1,961	2,087	682
Projection service	..	17	17	20
Screening room use	132	302	434	400
CCTV equipment	48	161	209	95
Orders processed	..	..	17,121	15,169

TABLE V

OUTSIDE AGENCIES OR ORGANIZATIONS WITH WHICH DEPARTMENTAL STAFF MEMBERS WERE ENGAGED IN CONSULATION OR TEACHING

Alberta and Northwest Territories Working Party on Follow-up to the Royal Commission on the Status of Women
Alberta Department of Agriculture
Alberta Hospital School of Nursing
Alberta Institute of Agrologists
Alberta Native Youth
Alberta Provincial Swine Breeders' Association
Alberta Tuberculosis Association
Board and Staff Administration in Volunteer Agencies
Canadian Public Health Association
Canadian Science Film Association
Canadian University and College Magazine
Citizens' Council of the Westmount Pilot Project
Community Leadership Laboratory for Government of Northwest Territories
Consultation to M.A. Program in Community Development
Co-op Housing Association
Cyanimid of Canada Ltd.
Edmonton Art Gallery
Edmonton Association for Continuing Education and Recreation
Edmonton Chamber of Commerce
Edmonton City Police
Edmonton Diocese Leaders' Workshop
Edmonton Potters' Guild
Edmonton Public School Board Family Education Course
Edmonton Public School Board Workshop for Field Consultants
Edmonton Public School Board Workshop for Principals
Edmonton Social Planning Council
Fort Saskatchewan General Hospital
Fort Saskatchewan Jail Female Staff
FUTURE Society
Humans on Welfare
Human Resources Research Council
Junior Council of Christians and Jews
Indian Association of Alberta
Intercom I and II
Leadership Training Workshop Northwest Territories
Leisure Consultants for Decentralization of City Social Services
Lethbridge Film Festival
MEETA Adult Education Program Council
The MONICA Society
Newman Club Workshop
Parkview Junior High School Staff
Parkview Public School Staff
Pe-Ta-Pun Leadership Program
Preventative Social Services Department Workshop
Probation Department
Project SEARCH
Psychology Class, McNalley High School
Red Deer Exhibition Association
Royal Canadian Mounted Police
Rural Education and Development Association
Skills for Local Leaders, Lake Isle
Ukrainian Youth Group
University of Alberta Department of Household Economics

University of Alberta Hospital Adult Psychiatric Unit
University of Alberta Hospital Child Psychiatric Unit
University of Alberta Hospital Nursing Supervisors
University of Alberta Hospital Psychiatry Residents
University of Alberta Lutheran Student Community
Visiting Lecturer Series
Voice of Alberta Native Women's Society
Western Canadian Public Housing Managers' Conference
Workshop for Health Educators
Workshop for Women's Groups on Social Action
Workshop on Preschool Education
Youth Development Centre

PARTICIPATING UNIVERSITY OF ALBERTA INSTRUCTIONAL STAFF

ACADEMIC YEAR 1970-71

Abu-Laban, Baha Ud, Ph.D., Associate Professor and Associate Chairman of Sociology
Adams, P. F., Ph.D., Associate Professor of Civil Engineering
Alonso, J. M., M.A., Graduate Teaching Assistant in Romance Languages
Anderson, D. Trevor, B.A., B.C.L., Professor of Law
Anderson, K. O., M.Sc., Associate Professor of Civil Engineering
Andrew, W., Ph.D., Professor of Plant Science
Apedaile, L. P., Ph.D., Associate Professor of Agricultural Economics and Rural Sociology
Armitage, Howard M., M.B.A., Sessional Lecturer in Business Administration and Commerce
Badir, Mrs. Doris, M.Sc., Sessional Lecturer in Household Economics
Bailey, A. W., Ph.D., Assistant Professor of Plant Science
Bakker, J. J., M.S.C.E., Associate Professor of Civil Engineering
Ballah, A. J., M.A., Assistant Professor of Romance Languages
Barbour, Douglas, M.A., Assistant Professor of English
Barclay, Harold, Ph.D., Associate Professor of Anthropology
Bareau, Michael L., LesL. Dipl. d'Et. Sup., Assistant Professor of Romance Languages
Barnes, Mrs. Elaine, B.Sc., Sessional Lecturer in Household Economics
Bateman, Dariel, B.A., Graduate Student in Community Development
Beck, C. H., Ph.D., Assistant Professor of Psychology
Bell, D. M., M.D., Clinical Lecturer in Medicine
Bentley, C. F., Ph.D., Professor of Soil Science
Bentley, Mrs. Helen, M.Sc., Associate Professor of Household Economics
Berg, R. T., Ph.D., Professor of Animal Science
Bigg, W. L., B.Sc., Associate Professor of Civil Engineering
Bishop, Jay K., Ph.D., Associate Professor of Educational Psychology
Bogg, R. A., M.H.A., Assistant Professor of Community Medicine
Bonnichsen, Robson, B.A., Graduate Student in Anthropology
Boorman, Miss Joyce, Dip. P.E., Lecturer in Physical Education
Bowker, W. F., LL.M., Professor of Law and Director of the Institute of Law Research and Reform
Bowland, J. P., Ph.D., Professor of Animal Science
Bradford, S. A., Ph.D., Associate Professor of Mining and Metallurgy
Budde, Mrs. S., D'etudes Francaifes, Secretary, Department of Romance Languages
Buse, A., Ph.D., Associate Professor of Economics
Cahill, P. J., Th. Lic., S.T.D., Chairman of Religious Studies
Capri, A. Z., Ph.D., Assistant Professor of Physics
Casement, E. B., B.Sc., Graduate Assistant in Horticulture
Chapman, Fred, M.A., Lecturer in Sociology
Chen, T., J.S.D., Assistant Professor of Law
Clegg, L. F. L., Ph.D., D.Sc., Professor and Chairman of Food Science
Cody, A. B., Ph.D., Professor of Philosophy
Cook, F. D., Ph.D., Associate Professor of Soil Science
Coutts, H. T., Ph.D., LL.D., Professor and Dean of Education
D'Alquen, R. J., Ph.D., Assistant Professor of Germanic Languages
Daniel, E. E., Ph.D., Professor and Chairman of of Pharmacology
Davis, W. A., Ph.D., Associate Professor of Computing Science
Darnell, Miss R., Ph.D., Assistant Professor of Anthropology
Dawson, W. K., Ph.D., Professor of Physics
Dewar, John L., LL.B., Assistant Professor of Law
Drugge, S. E., Ph.D., Associate Professor of Economics
Dunn, M. J., M.B.A., Assistant Professor of Business Administration and Commerce
Edwards, E. M., M.Sc., Sessional Lecturer in Electrical Engineering
Egert, Eugene, Ph.D., Associate Professor of Germanic Languages
Elliott, G., M.Sc., Assistant Professor of Physical Education
Eyford, G. A., M.A., Co-ordinator, M.A. Program in Community Development
Fair, D. C., Ph.D., Associate Professor of Educational Psychology
Fearon, D., M.A., Assistant Professor of Romance Languages
Fisher, D. G., Ph.D., Associate Professor of Chemical and Petroleum Engineering
Fisher, J., Ph.D., Assistant Professor of Mathematics
Forcadas, A., Ph.D., Assistant Professor of Romance Languages

Ford, Harvey, B.E., B.Com., Financial Analyst for Alberta Universities Commission

Freedman, H. I., Ph.D., Assistant Professor of Mathematics

Freeman, Gordon R., Ph.D., D.Phil., Professor of Chemistry

Friesen, A. J. D., Ph.D., Associate Professor of Pharmacology

Fuller, W. A., Ph.D., Professor of Zoology

Gill, D. A., M.A., Assistant Professor of Geography

Gilpin, Robert, Ph.D., Assistant Professor of Mechanical Engineering

Goodale, Denis, M.B.A., Associate Professor of Business Analysis

Graul, Paul R., M.S., Associate Professor of Business Administration and Commerce

Grieve, C. M., Ph.D., Associate Professor of Animal Science

Hadziyev, D., Ph.D., Assistant Professor of Food Science

Hale, Christopher, M.A., Lecturer in Germanic Languages

Hankin, R. M., M.A., Assistant Professor of Slavic Languages

Harrison, R. J. H., LL.B., Assistant Professor of Law

Hawkins, M. H., Ph.D., Associate Professor of Agricultural Economics and Rural Sociology

Herbut, Cathy, B.P.E., Lecturer in Physical Education

Heron, James P., B.Com., Investment Analyst

Horowitz, Myer, Ed.D., Professor and Chairman of Elementary Education

Howes, A. D., Ph.D., Assistant Professor of Animal Science

Jacobs, J. A., Ph.D., D.Sc., Killam Memorial Professor of Science

Johns, Walter H., Ph.D., Professor of Classics

Jones, Alan J., Ph.D., Assistant Professor of Chemistry

Jones, F. D., LL.M., Professor of Law

Julian, M. V., LL.M., Assistant Professor of Law

Kalinowsky, M., M.A., Assistant Professor of Romance Languages

Kebarle, Paul, Ph.D., Professor of Chemistry

Kellie, Mrs. Judith, B.Sc., Sessional Instructor in Business Administration and Commerce

Khetarpal, S. P., Ph.D., Associate Professor of Law

Kingma, Y. J., Nat. Ing., Professor of Electrical Engineering

Knight, P., M.A., Assistant Professor of Romance Languages

Knowler, A. S., B.Com., Chief Accountant

Knowles, R. H., M.Sc., Associate Professor of Plant Science

Kotowycy, George, Ph.D., Assistant Professor of Chemistry

Koziey, Paul, Ph.D., Assistant Professor of Educational Psychology

Kulak, G. L., Ph.D., Associate Professor of Civil Engineering

La Roi, G. H., Ph.D., Associate Professor of Botany

Laux, Fred, LL.M., Associate Professor of Law

Laycock, A. H., Ph.D., Professor of Geography

Lee, Charles A., D.B.A., Associate Professor of Business Administration and Commerce

Leitch, L. C., LL.B., M.B.A., Associate Vice-President (Finance and Administration)

Leong, Robert H., M.B.A., Assistant Professor of Business Analysis

Livesay, Miss D., M.Ed., Assistant Professor of English

Lloyd-Jones, Joseph T., Systems and Procedures Co-ordinator

Longworth, J., M.S., Professor of Civil Engineering

Love, H. C., Ph.D., Professor of Agricultural Economics

Lown, Peter, LL.B., Assistant Professor of Law

Lynkowsky, Miss P., M.A., Sessional Lecturer in Slavic Languages

MacKenzie, Margery W., Ph.D., Associate Professor of Classics

Marahrens, Gerwin, Ph.D., Associate Professor of Germanic Languages

Marsland, T. A., Ph.D., Associate Professor of Computing Science

McCalla, A. G., Ph.D., Professor of Plant Biochemistry and Dean of Graduate Studies

McCarley, D., M.A., Graduate Student in Educational Psychology

McCaughey, G., M.A., Associate Professor of English

McClung, R. E. D., Ph.D., Assistant Professor of Chemistry

McDonald, Patrick N., LL.B., Assistant Professor of Law

McFadyen, S. M., M.A., Associate Professor of Business Administration and Commerce

McGeachy, D. A., M.B.A., Sessional Lecturer in Business Administration and Commerce

McGilp, Ian, B.A., Lecturer in Philosophy

McKittrick, David, Sessional Instructor in Physical Education

McLean, R. Alan, B.Sc., Research Assistant in Institutional Research

McMillan, Charles, M.B.A., Assistant Professor of Business Administration and Commerce

McWhirter, Kennedy G., M.A., M.Sc., Associate Professor of Genetics

Meilen, William, Assistant Professor of Drama

Meekison, John Peter, Ph.D., Associate Professor of Political Science

Michalchuk, A., R.I.A., Accounts Officer

Milligan, L. P., Ph.D., Associate Professor of Animal Science

Mitchell, J. J., M.Ed., Assistant Professor of Educational Psychology

Monod, Mrs. Madeleine, B.Ed., L. ès Sciences Sociales, Associate Professor of Secondary Education

Monod, Pierre A. R., Ph.D., Assistant Professor of Romance Languages

Morgan, C. G., M.Sc., Senior Analyst in Computing Centre

Muir, J. D., Ph.D., Associate Professor of Business Administration and Commerce

Mulhall, G. A., B.Com., Director of Administrative Data Processing

Munn, Miss Alexandra Marguerite, L.R.S.M. Dip., Assistant Professor of Music

Nash, C. W., Ph.D., Professor of Pharmacology

Nedd, Albert, LL.B., Associate Professor of Business Administration and Commerce

Nelson, Miss Jean C., D.Ch., M.R.C.P., Clinical Lecturer in Paediatrics

Nelson, T. M., Ph.D., Professor and Chairman of Psychology

Nestman, L. J., M.H.S.A., Assistant Professor of Health Services Administration

Nielsen, Rosemary, Ph.D., Assistant Professor of Classics

Noorjoy, M. S., Ph.D., Assistant Professor of Economics

Norby, R. R., B.Sc., Research Associate in Agricultural Economics

Noriega, Teobaldo, B.A., Graduate Teaching Assistant in Romance Languages

Noujaim, L., M.A., Assistant Professor of English

Nunn, C. C., M.A., M.Sc., Assistant Professor of Economics

Nursall, J. R., Ph.D., Professor of Zoology

Nyborg, M. P., Ph.D., Assistant Professor of Soil Science

Ogg, Mrs. Jacqueline, M.A., Assistant Professor of Drama

O'Grady, J. F., Ph.D., Post-doctoral Fellow in Animal Science

Otto, D. J., Ph.D., Research Associate in Institutional Research and Planning

Packer, G. J. K., Ph.D., Assistant Professor of Food Science

Page, N., Ph.D., Assistant Professor of English

Panciuk, Mrs. J., Dip. Rom. and Ital., Graduate Student in Romance Languages

Park, James, M.Ed., Graduate Student in Educational Psychology

Patching, T. H., B.Sc., Professor of Mining and Metallurgy

Payne, Julien D., LL.B., Professor of Law

Peel, Paul, M.Ed., Graduate Student in Educational Psychology

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University Lectures

The following is a list of topics available under the Department of Extension's University Lectures service. Arrangements may be made to secure speakers through the Department at 439-2021. Out-of-town groups are to reimburse the Department for the speaker's travelling expenses.

Abortion
Aged
Agriculture
Alcoholism
Algebra
Anaesthesia
Animal Behavior
Animal Physiology
Anthropology
Antibiotics
Archaeology
Archives
Art
Astronomy
Athletics
Australia

Biological Code
Biology
Birth Control
Boreal Institute
Buddhism

Camping
Canadian Politics
Canadian Society
Canadian University Service Overseas
Cancer
Chamber Music
Chemistry
Children
Children's Diseases
China
Cities
Civil Liberties
Clothing
Communication
Community Development
Community Relations
Computers
Computing Science
Consumer Affairs
Contemporary Affairs
Contracts
Corrosion
Creative Writing
Cree
Crop Production
Cultural Evolution
Culture

Dance
Death
Dentistry
Design
Diabetes
Drama
Drugs

Ecology
Economics
Education
Education Liaison
Educational Television
Electrical Engineering
Embryology
Employment
Energy
Engineering
English
Environment
Environmental Design
Ethnic Relations

Family Development
Family Life
Family Life Education
Family Planning
Fertilizers
Field Hockey
Fluoridation
Food Poisoning
Food Science
Foods
Foreign Countries
Foreign Investment
Foreign Students
France
French Literature
Fur Trade

Gardens
Genetics
Geology
Geometry
German Literature

Programs Available on Community Initiative

The Department of Extension is prepared to give any of the courses listed below anywhere in the Province of Alberta provided that there is no overlap with courses offered by other agencies in the area and that there are enough people who wish to register. The intent of this program is to make educational opportunities available where none exist now.

The minimum number of registrants required to initiate a course will vary with the transportation and accommodation costs involved. To determine the minimum for a specific course, please contact the Department. Course times will depend on the wishes of the prospective students.

GENERAL

A Second Look

A series of three weekend seminars for adults contemplating a change in job, a return to school, or greater involvement in community activities. The program will include some psychological testing, information sessions about opportunities available, and group discussions focussed around these issues.

Duration: Three evenings and three all-day sessions
Maximum registration: 30 students
Instructor/co-ordinator: Amy Zelmer
Other staff will include a psychologist and local resource people
Fee: $40

Interpersonal Communications— Human Relations

A one-, two-, or three-day workshop which will examine the blocks to effective interpersonal communication and provide some skills to overcome these blocks. Through a series of exercises, participants will be able to examine their styles and their effectiveness in relating to others.

In workshops of two or more days there will be an additional focus on group dynamics designed to give participants insights and sensitivities to group, intergroup, and organizational behavior.

Instructor: W. H. Stewart
Fee: $10 per day

"Involved Woman" Simulation

Primarily of interest to women who would like to examine some of the complexities and alternatives open to them in today's world. The one-day seminar will consist of working through the simulation followed by a discussion session in which resources available locally will be highlighted.

Instructor: Amy Zelmer
Maximum registration: 20 students
Fee: $10 per student

Home Gardening and Landscaping

This is a one-, two-, or three-day short course for the home gardener and landscaper. The course deals with soils and soil improvement, general principles of garden culture, fruit production, ornamental trees and shrubs, house plants, flower culture, principles of landscaping, lawns, and pest control. Emphasis can be placed on any one of these subject areas upon the request of the course participants. The program will also focus on the particular gardening and landscaping problems of the participants.

This short course is arranged in co-operation with the Alberta Department of Agriculture and The University of Alberta Department of Plant Science. Horticultural specialists from these agencies will serve as instructors.

Fee: $10 per day

Film Programming

This one-day program will examine the many types of 16mm sound films available for use in programs of voluntary organizations: how to evaluate films, where to find them, how to use them as program material for information and discussion, and the physical arrangements required to make presentations effective.

Instructor: Jim Shaw
Fee: $8

Purchasing Your Own Home

A one-day seminar, this program will cover determining your housing requirements, factors to be considered when looking at houses, new vs. used houses, home purchase financing, selling your home, your future home.

Instructor: D. Weideman
Fee: $10

BUSINESS

Small Business Management

The focus of this one-day seminar will be case discussions based on typical small business problems. Most of the functional areas of the small business will be examined in the cases under discussion. Some analysis may be made of local conditions and problems of the small business with the view of presenting alternative solutions.

Instructor: D. Weideman
Fee: $10

GOVERNMENT

Self Government and Local Government: Theory and Practice

An attempt to relate the sovereign man with his governments, with particular attention to his locality and local affairs. The contrast of interests: local and local, local and regional, local and national. Review of some philosophical treatments and contemporary legislation and social/political movements. The one-day workshop will include selected pre-course readings and open discussions.

Instructor: D. A. Bancroft
Fee: $10

EDUCATION—TECHNIQUES AND MEDIA

The Production of Slide-Tape Sets

Participants will be organized into production teams (three to five persons per team), and will be involved in the development of a production plan for a slide-tape set: the specifications, treatment, and story board script. (This phase of the program will be completed as a pre-session assignment with the group meeting to view a slide-tape set on the production process.) Each participant will also receive printed instructions and blank forms for planning purposes.

The actual workshop, of two to three days in length, will include instruction and practice in basic photographic and recording techniques, making simple titles, making a composite sound tape of narration and background music and sounds, and organizing the materials for presentation. Basic materials and equipment will be provided during the workshop session.

Instructor: Jim Shaw
Maximum registration: 15 students
Fee: $15 per day

Simulation Techniques

A two-day workshop to introduce and explore the design and utilization of instructional simulation techniques. Participants will be able to examine both commercial and non-commercial simulations and to develop and test a simple simulation.

Instructor: Amy Zelmer
Fee: $50 per student

Survey of Educational Media: A Utilization Workshop

A one- to three-day workshop to provide participants with an examination of the communications process, the characteristics of audio-visual media, and effective utilization techniques.

The workshop will involve participants in the selection and use of materials, in practice with the equipment, and in simple preparation techniques.

Instructor: Jim Shaw
Fee: One day, $20 per student
Two days, $30 per student
Three days, $40 per student

Basic Techniques for Preparing Instructional Materials

A variable length workshop on the production of materials for local needs. Work may include mounting, layout, graphics, laminating, coloring, lettering, photography and standards to produce charts, bulletin boards, overhead transparencies, slides and CCTV or films. Course content to suit local needs.

Instructor: Jim Shaw
Fee: Ranging between $10 to $25 per student per day depending upon equipment required

Teaching Adults

A two-day seminar for those concerned with teaching adults in formal and informal settings (schools, community organizations, staff training programs, etc.). Emphasis will vary to meet

the needs of the group but will cover aspects of adult learning, program planning, teaching techniques, and evaluation.
Instructor: Amy Zelmer
Maximum registration: 20 students
Fee: $20

Educational Uses of Audio Materials and Equipment

A one-day workshop designed to explain and explore the uses of the tape recorders, record players, and other audio devices. Participants will learn how to make high-quality tape recordings, edit and duplicate tapes, select components and find sources for commercially made materials.
Instructor: Jim Shaw
Maximum registration: 20 students
Fee: $10

Simple Video Systems Workshop

This workshop will involve the participants in the setting up and operation of several simple video systems: vidicon camera, microphone, recorder and monitor, and the battery powered ½" portable recording system. Demonstrations will illustrate the capabilities and deficiencies of the systems and what happens when another camera is added, when different microphones are used, and when supplementary lighting is used. Short productions will be assigned to groups to try out the systems.
Instructor: Jim Shaw
Maximum registration: 20 students
Fee: $30 for two days

REQUEST FOR INFORMATION

Please send me information on each of the following programs:

Name

Address

THE SUGGESTION BOX

We welcome your suggestions on programs or procedures.
I offer the following suggestions:

Name

Address

REGISTRATION FORM

Surname	First Name	Initial	Home Phone
Home Address	Number and Street		Occupation
City	Province		Education Completed
Business Firm Name			AGE GROUP: UNDER 21 ☐ 21 TO 30 ☐ 31 TO 40 ☐ 41 TO 50 ☐ OVER 51 ☐
Business Address	Business Phone		
City Prov.	Phone Extension		How did you hear of this course?
Course Title	Course No.	Fee	Date

ULL MUST ACCOMPANY REGISTRATION UNLESS EMPLOYER IS TO BE INVOICED
CHEQUE OR MONEY ORDER PAYABLE AT PAR TO THE UNIVERSITY OF ALBERTA

Invoice Employer ☐ 50% ☐ 100%

Signature

PARKING INFORMATION

Permits are required for parking on the University Campus. These may be purchased from the Department of Extension, Room 228 Corbett Hall, or by completing the Registration Form—"Parking".

DAYTIME—Extension Zone Only*
- $1.00 per month for 1 class per week
- $2.00 per month for 2 or more classes per week

EVENING—All Campus Except 24-Hour Reserved Stalls or by Parking Meters.
- $1.00 per month for 1 night per week
- $2.00 per month for 2 nights per week, etc. (Maximum $12.00)

SEMINARS—Extension Zone Only*
- $1.00 per week or part thereof

*Extension Zone is immediately **SOUTH OF CORBETT HALL**

$ Parking Fee Enclosed

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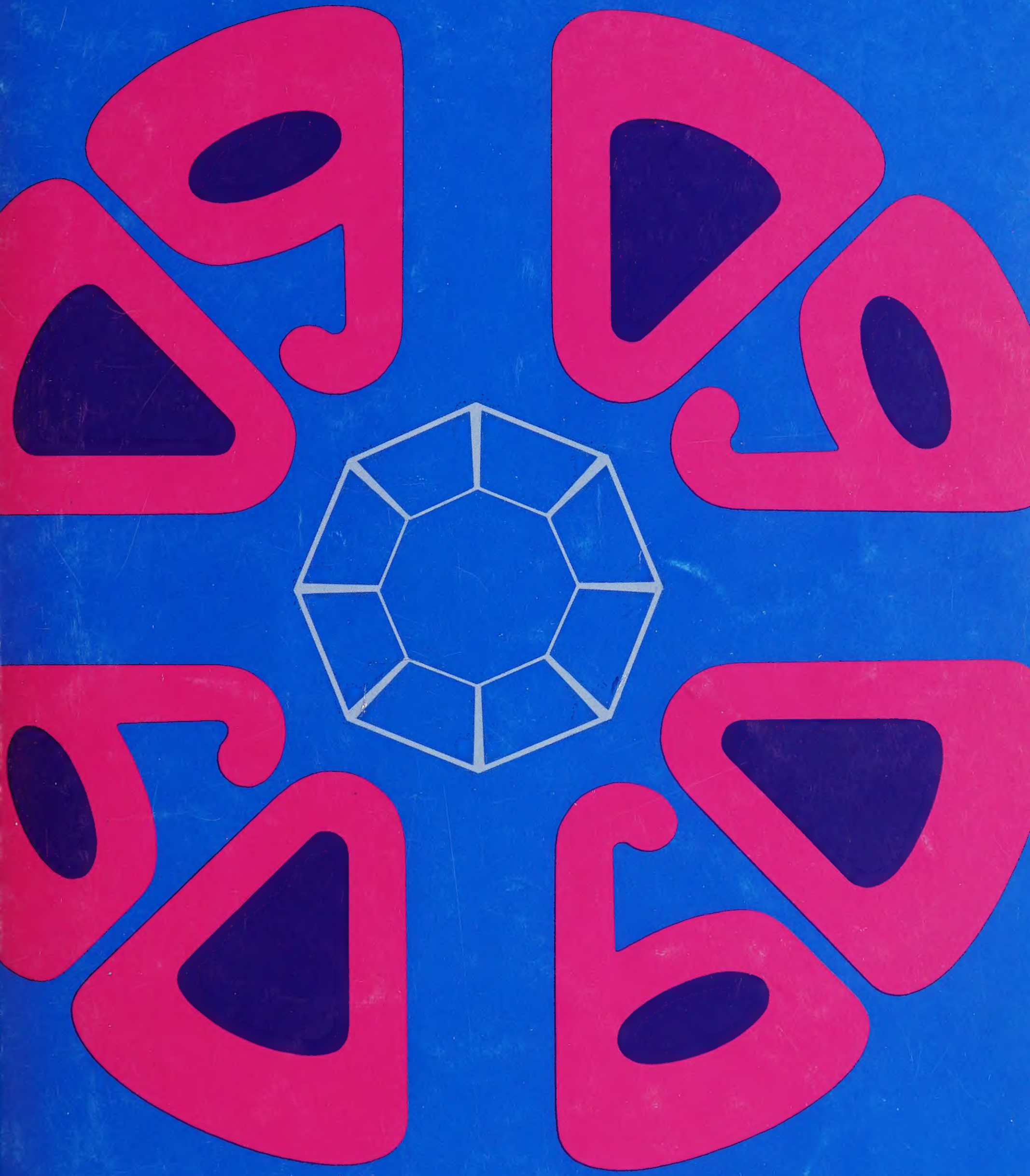
DEPARTMENT OF
EXTENSION

THE UNIVERSITY

SIXTY YEARS OF EXTENSION • 1912-1972



CALENDAR

CONTINUING EDUCATION

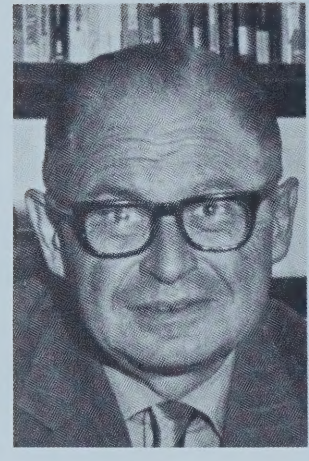
THE UNIVERSITY OF ALBERTA

DEPARTMENT OF EXTENSION
THE UNIVERSITY OF ALBERTA
EDMONTON, ALBERTA

CONTINUING EDUCATION

DEPARTMENT OF EXTENSION

1972-73



FOREWORD

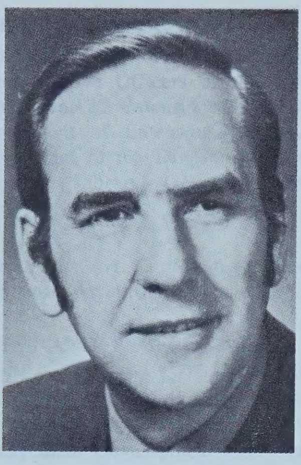
As I write a Foreword for the Continuing Education Calendar for 1972-73, a copy of the Worth Commission Report, "A Choice of Futures," is on my desk, a report that I have just read. Although its major goal is to envisage the educational process from the cradle to the grave, it is probably fair to say that special emphasis is placed on the need for continuing education as a life-long process. With respect to this aspect of education, our Department of Extension anticipated this particular recommendation of the Worth Report, and has for many years provided programs and facilities to encourage the attitude of continuing education long after the formal process of education has ended.

I never cease to be amazed by the many thousands of people who participate in the programs offered by our Department of Extension, and express the hope that you will obtain that which you seek. If you do, it is my hope that you will act as emissaries of our University, and will make known the interest of The University of Alberta in serving the society that supports us. If you do not obtain that which you seek, please let us know because ours is a University with a definite desire to improve the programs that are currently being offered.

MAX WYMAN

President
The University of Alberta

72-73



When The University of Alberta was established in 1907, its President and staff were determined that this institution should serve all of the people of the Province. The members of that new faculty, distinguished scholars from established universities, became frequent visitors to the small towns and villages of what was then a rural and agricultural Alberta. Through a Department of Extension established in 1912, the University continued its job of sharing its resources with the people of the Province through lectures, "magic lantern" shows, the provision of parcels of study materials, and through many a midnight discussion between professor and farmer in a rural school house or homestead. This year, on the sixtieth anniversary of its establishment, University Extension offers a wide range of opportunities for lifelong learning.

No person in this age of dramatic change can remain effectively educated without continuing study. Through the programs and facilities which this Calendar announces, the University offers its resources to all adults who recognize that life is a process of continuing education.

The Extension Library of 78,000 volumes, circulated through open shelf borrowing or through travelling box libraries to isolated communities, provides basic materials for continuing education. Programs of directed reading and study discussion kits offer groups and individuals those "retreats for the mind" which Dr. Samuel Johnson held so necessary and audiovisual materials of the Education Media Division open up bright new worlds and offer ready new dimensions to programs of community organization.

A variety of courses in public administration, business management, and continuing professional education underline the growing demand which a technical society puts on keeping up to date. Programs in the arts, with their warmth and color, focus on another dimension of the rounded life. A better understanding of people, their history, their feelings, and their problems is the focus of the Department's involvement in liberal studies and community development.

The work of the Department of Extension goes beyond the provision of courses. The members of its staff who share this job of continuing education offer skills and training from the fields of economics, engineering, business, law, agriculture, and others. They are available to work with your organization in the development of its continuing education program. We encourage you to draw on the staff and resources of this Department.

I invite you to share the excitement and satisfaction, the heightened awareness, the new understanding, and the expanded sensitivities which are the returns of life-long learning.

DUNCAN CAMPBELL

Director of Extension
The University of Alberta

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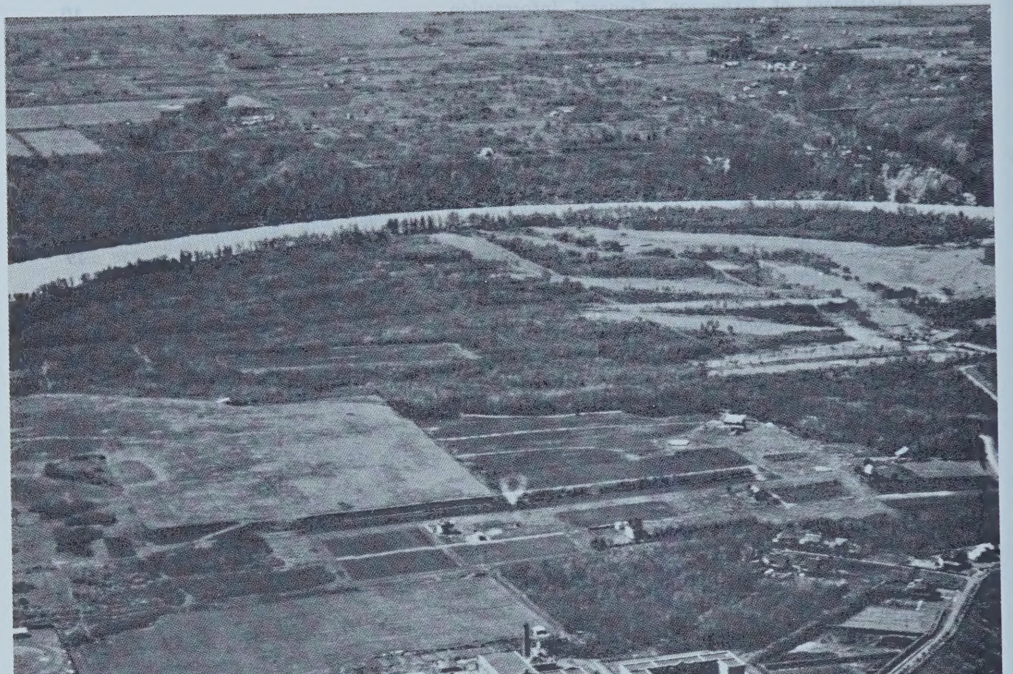


The campus in the early 1920's: it was to remain almost unchanged for 25 years.

General Information

HISTORICAL SKETCH

The University of Alberta is a publicly-supported, co-educational institution sharing with the Universities of Calgary and Lethbridge the sole right of conferring degrees, other than degrees in Divinity, within the Province of Alberta. It is a member of the Association of Commonwealth Universities, of the Association of Universities and Colleges of Canada, and of the International Association of Universities.

The University possesses 838 acres of land, of which 148 acres constitute the campus and 690 acres constitute the University Farm. Additional land is gradually being acquired. The campus borders the wooded southern bank of the North Saskatchewan River, about two miles from the business centre of Edmonton. On the campus are located some seventeen major teaching and research buildings, as well as two affiliated colleges, four halls of residence, the Students' Union, and service buildings. Adjoining are the Research Council of Alberta, the Provincial Laboratory of Public Health, two teaching hospitals, and the Northern Alberta Jubilee Auditorium.

The Beginnings of the University

Alberta became a province in 1905. In 1906 the first session of her legislature passed an act to authorize the establishment of The University of Alberta. The Act's sponsor was Alexander Cameron Rutherford, Alberta's first Premier and first Minister of Education. His government purchased the site in what was then Strathcona, and Dr. Rutherford himself persuaded Henry Marshall Tory to leave McGill to become the University's first President, an office he held from 1908 to 1928.

The Act permitted all resident graduates of British and Canadian universities to register as members of Convocation. Convocation elected five members to a Senate; the government appointed ten more. The Senate, acting as the governing body of the University, established the Faculty of Arts and Science as the core of the new institution. In 1910 a revision of the *University Act* constituted the Board of Governors with powers of business management and administration.

Classes opened in September, 1908, in what is now Queen Alexandra School with forty-five students and a faculty of five: W. H. Alexander, Classics; E. K. Broadus, English; W. M. Edwards, Mathematics; L. H. Alexander, Modern Languages; and Dr. Tory. Thence they moved to the upper floor of Strathcona Collegiate Institute and then in 1911 to Athabasca Hall. Athabasca not only served as residence for staff and students, but also accommodated classrooms, laboratories, the library, the gymnasium, and the administrative offices. The members of the first graduating class received their degrees at the Convocation of 1912, with Mr. Justice C. A. Stuart presiding as Chancellor.

A period of rapid growth followed, with registration reaching 439 in 1914. Assiniboia Hall was completed in 1913, Pembina Hall in 1914, and the Arts Building was formally opened in 1915. The Faculty of Law had its beginning in 1912. In the same year the Department of Extension initiated its work of promoting a closer relationship between the University and the people of the Province. In 1913 the Faculty of Applied Science (in 1948 renamed Engineering) and the Faculty of Medicine were instituted, the latter able to offer three years of a five-year program.

The Students' Union was established during the first session and the first edition of *The Gateway*, the students' newspaper, appeared in 1911. The Committee on Student Affairs began in 1912 as a joint committee of students and University officials to exercise general supervision over matters affecting student welfare and discipline. Today the Council on Student Affairs carries on its work.

Years of Challenge: 1914 to 1945

The outbreak of war in 1914 slowed the pace of development. The new University sent 438 of its staff, alumni, and students to the armed forces. Eighty-two were killed or died in active service. Their names, together with those of the casualties of the war of 1939-45, are commemorated on a bronze tablet near the entrance to Convocation Hall and by the Memorial Organ installed in 1923.

Although the war brought a halt to the building activity, the organization of the University's teaching moved on with the establishment of the Faculty of Agriculture in 1915, the School of

Accounting (later the Faculty of Commerce) in 1916, the School of Pharmacy and the sub-faculty of Dentistry in 1917, and the Department of Household Economics in 1918.

With the end of the Great War the University rapidly expanded in number of students and staff. New laboratory facilities were built adjacent to the Arts Building and the Medical Building was completed in 1921 in the form it had until new wings were added following the war of 1939-45. The curriculum was fundamentally revised in 1919-20 to permit greater freedom in election of courses. The first summer session was held in 1919. The institution of the Research Council of Alberta signified not only an increasing emphasis on science, but a further recognition of the University's involvement in the development of the province. In 1927 St. Joseph's College was opened under Roman Catholic auspices. St. Stephen's College had, as Alberta College South, been the first building on the campus. It was renamed in 1927 after the union of the Methodist and Presbyterian churches and became the United Church theological college for Alberta.

The depression years brought serious problems. Though registration did not decline its increase was painfully slow, from 1,560 students in 1929 to 2,327 in 1939. Full-time teaching staff increased even more slowly. The budget actually fell and did not recover its pre-depression level until after the war. No new buildings were constructed after the present Corbett Hall was completed. (Corbett Hall was originally constructed as a provincial normal school, not a University building.) Dr. R. C. Wallace succeeded President Tory in 1928 and in 1936 was followed by Dr. D. A. R. Kerr who had been the first Dean of the Faculty of Arts and Science. The affiliation of Mount Royal College in 1931 marked a new beginning of university work in Calgary. The Western Board of Music was established in 1931. Entrance to the University from Grade XI was abolished in 1937. In 1930 fraternities were permitted; a less controversial change was the abolition of the old practices involved in freshman initiation.

The impact of the war of 1939 was very different from that of 1914-18. Though war naturally disrupted the University's life, there was a determination to preserve its essential being while using its facilities as fully as possible in relation to the national effort. The Air Force took over the three residences, and out-of-town students, whose numbers had not substantially declined, flocked into Garneau boarding houses and made use of a new cafeteria, known to later generations as Hot Caf. Medicine, Dentistry, and Education offered accelerated courses. Engineering offered special courses to members of the armed services. No more important development took place than the acceptance in 1945 by the University of sole responsibility for the training of Alberta teachers. The School of Education, established in 1928, became a faculty in 1942 and after the war it was, in terms of enrolment, the largest in the University.

Dr. Robert Newton was named President on Dr. Kerr's retirement in 1941. He played an important part in the framing of the *University Act* of 1942, which transferred from the Senate to the General Faculty Council jurisdiction over academic matters and vested all final authority in the Board of Governors whose jurisdiction had previously been confined to finance. No major changes in the University's constitution occurred until the *Act* of 1966 provided for the establishment of other and separate provincial universities under a Universities Commission.

Years of Expansion: 1945 to 1970

With the end of the war, a flood of veterans poured into the University and registration rose from 2,023 in 1943-44 to a peak of nearly 7,000 in 1947-48. Accommodation in classrooms, laboratories, and libraries was pathetically inadequate, and housing was generally even less satisfactory. Army huts only partially relieved the pressure. While by 1947 student numbers had tripled from pre-war figures, the full-time teaching staff did not even double. Thereafter the pace of campus development slowly increased. New wings were added to the Medical Building in 1947 and 1948; the Students' Union Building opened in 1950; the Rutherford Library and the Engineering Building in 1951; and the Agriculture Building in 1953 (it was enlarged in 1958 to become the Biological Sciences Building). The Administration Building dates from 1957.

The hectic post-war years merged into the slower growth of the 1950's. Dr. Andrew Stewart became President in 1951 and was succeeded by Dr. Walter H. Johns in 1959. Old institutions like *The Gateway, Evergreen and Gold,* and the Students' Union flourished and new ones like the Mixed Chorus, the Freshman Introduction Week, and Varsity Guest Weekend developed. The University's work in Calgary, instituted in 1951, gradually expanded and an affiliated junior college was established in Lethbridge. These became separate universities in 1966. Student Counselling Services supplemented the Student Health Service, the latter almost as old as the University. The establishment of Graduate Studies as a Faculty in 1957 marked a new and important emphasis on this aspect of the academic program. The growing complexity of the University's offerings led to the separation of the Faculties of Arts and Science in 1963.

The expected increase in numbers as the post-war generation came to university age brought an expanded building program in the 1960's. The Physical Education Building, the Physical Sciences Building, and additions to the Medical and Engineering Buildings were followed by the Education Building, the Donald Ewing Cameron Library, the Household Economics Building, and the residences, where the dining centre was named in honor of Reg Lister who had for so many years taken care of the older residences. The Henry Marshall Tory Building was opened in 1966. In the same year the University of Calgary became fully autonomous.

Growth in student numbers is reflected in the continuing building program, including the new Engineering and Biological Sciences Building, and the Health Sciences complex, and in the expansion of the University into North Garneau, where many houses had already been taken over for University use. The University Farm provided a site for married students' housing. Late in 1965 a beginning was made on the new Students' Union building, which was opened in 1967. The contract with its nearby predecessor opened only fifteen years before and now University Hall symbolizes the growth of The University of Alberta in the post-war years.

ADMINISTRATIVE OFFICERS OF THE UNIVERSITY

Max Wyman, Ph.D., F.R.S.C., President
Henry Kreisel, Ph.D., Vice-President (Academic)
L. C. Leitch, M.B.A., Vice-President (Finance and Administration)
W. D. Neal, Ph.D., Vice-President (Planning and Development)
W. F. Allen, Ph.D., Associate Vice-President (Academic)
George Baldwin, Ph.D., Dean, Faculty of Arts
D. M. Ross, Ph.D., Sc.D., Dean, Faculty of Science
G. H. L. Fridman, LL.M., Dean, Faculty of Law
George Ford, Ph.D., Dean, Faculty of Engineering
W. C. MacKenzie, M.D., Dean, Faculty of Medicine
F. V. MacHardy, Ph.D., Dean, Faculty of Agriculture
M. Horowitz, Ed.D., Dean, Faculty of Education
J. McCutcheon, D.D.S., Dean, Faculty of Dentistry
M. J. Huston, Ph.D., Dean, Faculty of Pharmacy
J. R. McGregor, Ph.D., Dean, Faculty of Graduate Studies
E. D. Chambers, Ph.D., Dean, Faculty of Business Administration and Commerce
M. L. Van Vliet, Ed.D., Dean, Faculty of Physical Education
Ruth E. McClure, M.P.H., Director, School of Nursing
Elizabeth L. Empey, Ph.D., Director, School of Household Economics
J. B. Redford, M.D., Director, School of Rehabilitation Medicine
Margaret H. B. MacLean, B.Sc., Director, School of Dental Hygiene
Mary E. P. Henderson, M.A., B.L.S., Acting Director, School of Library Science
Duncan Campbell, M.A., Director of Extension
S. C. T. Clarke, Ed.D., Director, Summer Session and Evening Credit Program
B. B. Peel, M.A., Librarian
A. D. Cairns, B.A., Registrar

DEPARTMENT OF EXTENSION ACADEMIC STAFF

Duncan Campbell, M.A., Professor and Director of Extension
C. M. Lockwood, M.B.A., Professor and Assistant Director
D. A. Bancroft, D.P.A., Professor
D. D. Barry, A.O.C.A., Associate Professor
R. R. Faryon, M.B.A., Associate Professor
G. W. Lamble, M.Sc., Associate Professor
J. M. McDonald, M.S.W., Associate Professor
H. W. Roberts, M.A., Associate Professor
J. A. Shaw, M.S., Associate Professor
W. H. Stewart, M.S., Associate Professor
H. Wohlfarth, D.F.A., Associate Professor
D. J. Weideman, M.B.A., Assistant Professor
G. H. Wright, B.A., Assistant Professor
A. C. L. Zelmer, M.S., Assistant Professor
Jane P. Van Alderwegen, Nat'l. Dip. in Design, Sessional Instructor
Mary I. Dodds, M.S., Extension Librarian
Moira L. English, M.L.S., Librarian
Elizabeth I. McCallum, B.A., B.L.S., Librarian
Helen Sinclair, B.A., B.L.S., Assistant Librarian

ADMINISTRATIVE ASSISTANTS

Eldred G. Bancroft, B.A.
Maryanne Budnitsky, B.A.
W. W. McNairn
Ann A. Prideaux, M.A.
Lydia Semotuk, M.A.
R. J. Smith, B.A.
W. G. L. Twigge

DEPARTMENT OF EXTENSION

The Department of Extension offers over 300 non-credit workshops, seminars, and evening classes over the Province in a broad range of subjects in business, the humanities, fine arts, professions, and sciences. Offerings range from certificate programs which extend over 25 weeks to two- and three-day intensive seminars.

In a continuing attempt to bridge the gap between the University and the community, the Department has compiled a list of courses which are available upon community initiative. In addition to these courses, the Department has for many years assisted community groups and voluntary organizations throughout the Province to arrange conferences, workshops, or seminars on topics of special interest to them.

To fulfill another community need, the Department has established a service of University Lectures through which a community group requesting a speaker with specialized knowledge and University staff who have offered their services free of charge may be put in contact with one another.

In addition to serving the needs of groups, the Department has a special concern for the growth and development of the individual which has led to the establishment of an adult counselling service open to Extension students and members of the community alike.

The work of the Department is carried out by these subject area divisions supported by a general administrative office: Liberal Studies, Business and Professional, Community Resources Development, Public Administration, Fine Arts, Educational Media, and Extension Library.

Registration

Unless otherwise indicated there are no educational prerequisites for most University Extension courses.

Students wishing advice as to their selection of classes are invited to apply for interviews with members of the staff who will be pleased to discuss individual programs.

In a few courses, students are required to submit a brief résumé of education background and business experience. These are specifically noted in this calendar.

It is advisable to register in advance since registration in many courses is restricted. Applications will be accepted in order of their receipt or on an indicated basis of selection, depending on the nature of the course.

Application forms may be obtained through the Department of Extension by mail or by phoning Edmonton 432-3116.

REGISTRATION BY MAIL: Payment by cheque or money order payable to The University of Alberta should accompany application forms.

REGISTRATION IN PERSON: Extension offices are open for registration Monday through Thursday, 8:30 a.m. to 8:30 p.m., and Friday, 8:30 a.m. to 4:30 p.m., by September 5, 1972.

If a class is not oversubscribed students may also register at the Extension office on the first meeting of a class. Students who plan to register on the first night should report to the Extension office at least 45 minutes before the class is scheduled to begin.

In no case will telephone applications be accepted. Preliminary registration is not complete until the applicant has received a receipt for fees tendered.

The appearance of a course description in this calendar does not constitute any guarantee that the course will actually be offered. Information as to which courses will be offered, the names of the instructors, and all further details must be sought from the Department by phoning 432-3116.

In the following descriptions, terms are designated as Fall (September through December) and Winter (January through April).

The University reserves the right to restrict registration in any class, to make changes to the published list of instructors, and to cancel any class for which an insufficient number of registrations have been received. If a class is cancelled fees already paid will be refunded.

Refunds

For detailed information on refunds, please inquire in Room 228, Corbett Hall.

Scholarships

A limited number of tuition scholarships are available for courses in the Liberal Studies Division. For further information, please telephone 432-3116.

Textbooks

Books may be obtained in advance at the Extension office. If texts are not available before the first class, every effort will be made to have them at the first meeting. The Department of Extension does not assume responsibility for return of fees when texts are not immediately available.

Parking

All parking on campus has been restricted to those vehicles which are registered and have a parking permit. Permits may be obtained at the Department of Extension, Room 228, Corbett Hall.

Adult Student Centre

The Adult Student Centre combines the functions of a media centre and a meeting place for small groups. The media include books, journals, records, tapes, and filmstrips. Listening and viewing points for individual use of audio-visual materials are provided. The books and journals relate to the field of continuing education including adult counselling, teaching methods, community development, human resources development, and to broad areas covered by Extension courses.

The Centre is open to formal and informal Of special interest currently is the collection of materials on pollution and the environment. groups for meetings as well as to Extension students and the general public.

Members of the public can borrow books and other printed materials for a subscription of $2 per year.

Extension Library

Payment of a course fee includes a six-month membership in the Extension Library.

Members may receive books by prepaid mail or choose them in person. The Library is open daily from 8:30 a.m. to 4:30 p.m., Monday through Friday, and is reached through the west entrance of the Rutherford Library Building on the northwest corner of 89 Avenue and 112 Street.

Counselling Service

The Department of Extension offers educational-vocational counselling to the general public and to Extension students through its adult counselling service.

Details regarding types of assessment available and costs involved are available by contacting the Department of Extension at 432-3116.

EDUCATIONAL MEDIA DIVISION

The Educational Media Division was established in 1916 with "magic lanterns" and slide sets to serve the many isolated communities in a then agricultural Province. Its facilities today include a substantial library of 16mm educational films, filmstrips, slides, and records. It functions to provide a wide range of audio-visual material to groups of adults and organizations as a supplement to organizational programs. Through training programs, short courses, and conferences, the Educational Media Division offers instruction on the effective utilization of audio-visual materials and on their use as valuable educational devices.

16mm Film Library

Over 3,900 films in 99 subject areas are at the disposal of all interested individuals and organizations. Film materials are available at a nominal charge. A new edition of the catalogue, indexed and providing descriptions of the film materials, is available at a cost of $3 including supplement service for two years.

Filmstrip Library

A library of 2,596 filmstrips in 48 subject areas is available to all interested individuals and organizations. Individual filmstrips or slides are available at a modest charge per item. A descriptive catalogue is available free of charge.

Audio-Visual Equipment and Rental Service

This equipment includes both 16mm and 8mm motion picture, filmstrip, slide, overhead and opaque projectors; tape recorders; and record players which may be rented at various rates depending on the duration of their use.

Screening Room Facilities

Facilities are available at no charge for use by representatives of organizations who wish to preview films from the film library.

Audio-Visual Reference File and Information Service

An audio-visual reference file containing a wide variety of publications, pamphlets, and journals is open to individuals and organizations interested in audio-visual communication. This file includes printed descriptions of audio-visual materials and equipment, aids to persons interested in the techniques of effective utilization of audio-visual materials, publications on general theory and practice, and reprints of a wide range of useful periodicals in the audio-visual field. This file is open to the public free of charge.

Representatives of organizations wishing to receive information and materials from the Educational Media Division should forward their requests to the Department of Extension, Educational Media Division, The University of Alberta, Edmonton.

While a good selection of film materials is now in the Educational Media Library, many more first-rate materials are available from other sources in the U.S.A. and Canada. The Educational Media Division will be happy to consult with individuals and organizations and to arrange to acquire these on a loan or rental basis.

Record and Tape Lending Service

Music and drama recordings on both disc and cassette tapes are available from the Educational Media Division on an individual membership. In addition to use by individuals, the recordings are intended to provide the basis for the educational programs of provincial organizations. Six or twelve month memberships are available. Additional information about the service can be obtained by writing to the Educational Media Division.

Instructional Programs

A variety of short courses and workshops in audio-visual communication and film programming is arranged annually by the Department of Extension through its Educational Media Division. For details see Educational Media Methods.

Independent Study

The Educational Media Division, working in co-operation with other Extension divisions, is developing a series of independent study courses. These courses, for individual or small group use, will combine slides, tapes, and printed materials in a multi-media instructional package.

EXTENSION LIBRARY

The Extension Library provides a general service to residents of Alberta who have no public library in their community. Books are sent by parcel post to individuals and families throughout the Province and in travelling libraries—boxes of 40 books—to small libraries and community groups. Reading guidance and information on any subject are supplied either directly to inquirers or through inter-library loan. The collection of close to 77,300 volumes includes books of all kinds—fiction, biography, travel, history, literature, music, drama, art, handicrafts, home economics, science, religion, sociology, philosophy, and psychology—for adults and children. Printed catalogues of adult books, kept up to date by supplementary lists, are for sale.

The annual membership fee of $10 provides up to eight books at a time, on any subject, for one month. Postage, both ways, is paid by the Library. The rental fee for Travelling Library service is $10 for each box. Transportation charges, both ways, are paid by the Library.

For further information write to the Extension Library, The University of Alberta, Edmonton.

Art

COMMUNITY ART CERTIFICATE PROGRAM

Students participating in Community Art courses may elect to enroll in the Community Art Certificate Program. The purpose of this program is to provide integrated instruction in drawing and painting over a minimum period of three years. In order to receive recognition in the form of a certificate, the student is required to successfully complete certain prescribed courses. Time spent in class or in the studio set out below is an indication of minimum requirements. After the completion of the required courses, a portfolio of work will be required for evaluation by a panel of examiners as evidence of qualification for the certificate.

There will be two types of classes available to students—Extension Art Classes or Fundamental Art Classes.

Extension Art Classes

These will be conducted and instructed by the Department of Extension staff. Students will register in these classes directly with the Department. These classes will cover the Intermediate and Advanced courses set out below.

Fundamental Art Classes

These will be organized separately by the Community Art Clubs and will be instructed by Assistant Instructors approved by the Department of Extension under arrangements made directly with the Community Art Clubs. Names of such instructors will be available from the Department of Extension, and these classes will be supervised periodically and evaluated by Professor H. Wohlfarth or other members of the Department. Registration for these classes is a matter for local arrangements.

Course Requirements

For registration in Fundamental courses—no prerequisites.

For registration in Intermediate courses—successful completion in a minmum of three Fundamental courses.

For registration in Advanced courses—successful completion of three Intermediate courses.

For the award of the Certificate—successful completion of a minimum of nine courses (three Fundamental, three Intermediate, three Advanced), 18 units plus major project and a clear pass by the panel of examiners.

Courses Offered (subject to revision)

Fundamental Courses

Composition I
Drawing I
Painting I

Intermediate Courses

Composition II,
  Design and Color
Life Drawing II
Painting II, Life and Portrait

Advanced Courses (minimum of three electives)

Composition III, Painting
Drawing III
Painting III, Life and Portrait
Design III, Three Dimensional

Advancement from the Fundamental to the Intermediate level and from the Intermediate level to the Advanced level will be possible only if the panel of examiners is convinced that the previous courses have been successfully completed. At the end of each winter or summer course, the work of each student will be evaluated according to the following categories: pass, conditional pass (which means the student has to complete the course the following year, since he did not complete it successfully in the current year); and fail.

Upon passing a course, the student will be notified to this effect by letter. The Fine Arts Division of the Department of Extension will keep records of the names, courses attended, and standing in each course.

Credit for Work Elsewhere

Students wishing to enter the Certificate Program at the Intermediate or Advanced level will be required to submit records and, if available, transcripts relating to courses completed elsewhere, together with a portfolio of work done previously. The granting of credit for such previous work will be at the discretion of the panel of examiners.

Eligibility

These classes may be attended by the following categories of students:

Certificate students

Non-Certificate students (who will take the same type of instruction but do not have the intention of working towards a certificate)

Guest-attenders (who do not carry out the projects, exercises, or assignments, and can therefore not claim any of the instructor's time except for objective criticism at the beginning of each class).

FUNDAMENTAL COURSES

Drawing I

Theory and practice of drawing; study of line, form, pattern, light and shade; techniques of drawing—soft, hard pencil, India ink and pen, quill, etc.

Composition I

Study and practical application of principles of composition and pictorial construction; theory and practice in arranging forms—two dimensional and three dimensional black and white and in color.

Painting I

Principal techniques of painting—indirect and direct painting; painting materials, emphasis is on direct painting and on awareness of quality in direct painting as practiced on a variety of subject matter.

INTERMEDIATE COURSES

Life Drawing II

Gesture, contour drawing from life model; figure and composition—black and white; watercolor—washes and line composition, wash-line and collage from model and environment; watercolor (portrait) 10 and 15 minutes; hard pencil—nude and portrait; tone paper—black and white India Ink (crosshatch) free composition and expression.

Composition II, Design and Color

Problems and techniques of composition and color. The use of design and color in creative expression with special emphasis on contemporary problems. Spontaneity, soft edge, hard edge, kinetics of shape and color. Prerequisite: Life Drawing II.

Painting II, Life and Portrait

Direct painting with emphasis on life, spontaneity, expression, brush-work, quality of painting technique and the handling of color. Experiments in methods of painting, both past and contemporary, techniques and materials. Prerequisite: Life Drawing II.

ADVANCED COURSES

Drawing III

Advanced drawing, personalized experimental continuation of Life Drawing II. Emphasis on creativity, expression and communication of ideas and/or emotions. Silverpoint, pencil, ink, and experimental media.

Composition III, Painting

Advanced painting and composition, individual, experimental and non-objective. The student develops and tests his own theory, advised and counselled by the instructor. Range: from abstract expressionism to op and high frequency color kinetics.

Painting III, Life and Portrait

Advanced painting, using the life model. Emphasis on individuality, creativeness, experimentation. Range: from magic realism to hard edge and high frequency color kinetics.

Design III, Three Dimensional

Three dimensional work of an advanced nature. Individual, experimental, creative—non-objective. The student develops and tests his own theory in consultation with the instructor.

RED DEER

Intermediate Painting II

Instructor: Nick Bjelajac
Ten classes
August 14 - August 18, 1972

Advanced Painting III

Instructor: Nick Bjelajac
Ten classes
August 14 - August 18, 1972

ATHABASCA

Intermediate Painting II

Instructor: Nick Bjelajac
Ten classes
August 21 - August 25, 1972

Advanced Painting III

Instructor: Nick Bjelajac
Ten classes
August 21 - August 25, 1972

BANFF

Intermediate Painting II

Instructor: Nick Bjelajac
Ten classes
August 28 - September 1, 1972

Advanced Painting III

Instructor: Nick Bjelajac
Ten classes
August 28 - September 1, 1972

ATHABASCA

Life Drawing II

Date: Twenty classes commencing September 27, 1972

Advanced Life Drawing III and Painting III

Date: Twenty classes commencing September 27, 1972

CAMROSE

Life Drawing II

Date: Twenty classes commencing October 4, 1972

Advanced Drawing III and Painting III

Date: Twenty classes commencing October 4, 1972

RED DEER

Life Drawing II

Date: Twenty classes commencing September 28, 1972

Advanced Life Drawing III and Painting III

Date: Twenty classes commencing September 28, 1972

WETASKIWIN

Life Drawing II

Date: Twenty classes commencing September 29, 1972

Advanced Life Drawing III

Date: Twenty classes commencing September 29, 1972

Foundation courses will be offered in the following centres: Athabasca, Banff, Bon Accord, Camrose, Edson, Hinton, Hughenden-Czar, Lacombe, Medicine Hat, Nanton, Ponoka, Red Deer, Ralston, Rimbey, Stavely, St. Paul, Strathmore, Three Hills, Trochu, Vegreville, Vulcan, Westlock, and Wetaskiwin.

TEACHING SEMINAR FOR ASSISTANT TEACHERS

Training seminars will be given for Assistant Instructors for Community Art Classes, with special emphasis on teaching methods, curriculum, techniques, presentation, etc. These courses can be attended by invitation only. There is no tuition fee.

Dates: Thursday and Friday, April 26 and 27, 1973

Place: Edmonton

COMMUNITY ART CONFERENCE

Date: April 28, 1973

EDMONTON ART PROGRAM

A broad program of painting and related subjects is offered through the University Department of Extension in Edmonton during the winter, spring, and summer terms. Instruction is given in drawing, painting, design, ceramics, photography, and history of art.

The Department's primary objectives through this program are the fostering of awareness and the developing of individual potential for creativity in each of its students.

The program is so arranged that the student is subjected to a variety of art media and techniques in the basic courses and then progresses towards a concentration in a single area of his own choosing, in which he can channel and develop his full creative potential.

Visiting Lecturers

From time to time visiting artists and specialists are invited to give workshops. Separate brochures describe these special events.

Library

The Extension Library and the Adult Student Centre in Corbett Hall are open to all art students for study and research. Current periodicals and reproductions are available in the Gallery Room.

Drawing I

An investigation of the fundamentals of drawing, the course will commence with an introduction and list of supplies needed for the following sessions: four sessions with emphasis on line; two sessions on texture; eight sessions concerned with mass; three sessions on space. Students will work from still life, costume and nude models.

Date: Twenty-four Tuesdays commencing September 26, 1972, 1:30-4 p.m.

Twenty-four Tuesdays commencing September 26, 1972, 7:30-10 p.m.

Life Drawing I

Drawing will be studied and executed using varied approaches, materials, and techniques. Drawings will be done from draped and undraped figures. Students will investigate, study, and research the figure, e.g. hippies, high fashion, history, old age, war, animals, etc.

Date: Twenty-four Tuesdays commencing September 26, 1972, 7:30-10 p.m.

Painting I Basic

This course is designed specifically for those students who wish to acquire a basic training in painting. Practical work in the studio will include a general survey and exploration of the fundamental principles used in painting. Consideration will be given to the problems of technique and composition.

Date: Twenty-four Mondays commencing September 25, 1972, 1:30-4 p.m.

Twenty-four Mondays commencing September 25, 1972, 7:30-10 p.m.

Twenty-four Tuesdays commencing September 26, 1972, 7:30-10 p.m.

Twenty-four Wednesdays commencing September 27, 1972, 7:30-10 p.m.

Twenty-four Thursdays commencing September 28, 1972, 1:30-4 p.m.

Drawing II

This is a continuation of Drawing I with emphasis on investigating various drawing media and mixing the same. The course will begin with an introduction and list of supplies needed. Following a review of the basics covered in Drawing I, there will be sessions employing colored pencils and working on white and colored grounds; pen and ink and combining the same with wash or pencil touch statements; drawing with brush and combining the same with wash and/or conté crayon. Students will work from still life, costume and nude models.

Date: Twenty-four Thursdays commencing September 28, 1972, 7:30-10 p.m.

Painting II

A study of color, design, and form, this course will include directed experiments of painting, both past and present, and technical use of media.

Date: Twenty-four Tuesdays commencing September 26, 1972, 1:30-4 p.m.

Painting II Portrait

This course will include drawing and painting from life and portrait models. Varied and creative use of media and techniques will be studied.

Date: Twenty-four Thursdays commencing September 28, 7:30-10 p.m.

Painting II

This course is a study of color, line, texture, shape and form through drawing and painting. The theme will involve historical and contemporary art relative to Alberta. Art projects will include the pioneer, folk art, and the landscape of Alberta.

Date: Twenty-four Wednesdays commencing September 27, 1972, 7:30-10 p.m.

Water Color

An introduction to water color painting, this course will examine water color techniques and composition. Lecture-lab classes will consider contemporary problems with exposure to a variety of instructors and specialists.

Date: Ten Mondays commencing September 25, 1972, 7:30-10 p.m.

Landscape Drawing and Painting

This course will include indoor and outdoor studies in landscape using a variety of media and instructors.

Date: Ten Saturdays commencing September 16, 1972, 9:30 a.m. - 12 noon

Technology in Art II

This course is a series of field trips to institutions, commercial, and industrial plants. From this exposure and group discussion, each student will set up his or her own problem dealing with the newly acquired techniques.

Date: Twenty-four Wednesdays commencing September 27, 1972, 1:30-4 p.m.

Drawing III

A continuation of Drawing II, this course will emphasize life drawing and composition.

Date: Twenty-four Mondays commencing September 25, 1972, 1:30-4 p.m.

Twenty-four Mondays commencing September 25, 1972, 7:30-10 p.m.

Painting III

Instruction in the preparation of grounds and painting techniques of the artist, both traditional and contemporary, will be given in this course. Studio exercises will include egg tempera, oil, mixed techniques, and acrylics.

Date: Twenty-four Wednesdays commencing September 27, 1972, 7:30-10 p.m.

Landscape Painting

Work in this course will be from observation and imagination in all media. The initial meeting will take place in Studio 2, Corbett Hall, but subsequent meetings will be held outdoors, weather permitting.

Date: Ten Thursdays commencing September 14, 1972, 1:30-4 p.m.

Ten Saturdays commencing September 16, 1972, 1:30-4 p.m.

Printmaking II (Silk Screen)

Practical instruction in silk screen will be offered in the studio including lecture-demonstrations explaining the use of materials, equipment, printing techniques, and design.

Date: Twenty-four Mondays commencing September 25, 1972, 1:30-4 p.m.

Twenty-four Mondays commencing September 25, 1972, 7:30-10 p.m.

Printmaking II (Etching)

Practical instruction in etching will be offered in the studio including lecture-demonstrations explaining the use of materials, equipment, printing techniques, and design.

Date: Twenty-four Tuesdays commencing September 26, 1972, 7:30-10 p.m.

Printmaking II (Block Printing)

This course will cover the use of symbolism in art. It will show the student how spiritual images, dreams, visions, myths, and legends have been a vital source of inspiration to the artist in every culture throughout history. The course will give the student experience in various media and will be for both beginners and advanced students.

Date: Ten Wednesdays commencing September 27, 1972, 7:30-10 p.m.

Life Drawing

Studio facilities and models will be provided for professional artists and art students. No instruction will be offered.

Date: Twenty-four Fridays commencing September 29, 1972, 7:30-10 p.m.

Life and Portrait Drawing and Painting

Studio facilities and models will be provided for professional artists and art students. No instruction will be offered.

Date: Twenty-four Fridays commencing September 29, 1972, 7:30-10 p.m.

Ceramics I Basic

Instruction will be given in hand building methods, throwing on the wheel, glazing application and design techniques.

Date: Twenty-four Mondays commencing September 25, 1972, 7:30-10 p.m.

Twenty-four Fridays commencing September 29, 1972, 7:30-10 p.m.

Ceramics II

This class is designed for students who are not previous experience and training. Practical work in the studio will include ceramic design, both past and present.

Date: Twenty-four Tuesdays commencing September 26, 1:30-4 p.m.

Twenty-four Tuesdays commencing September 26, 7:30-10 p.m.

Ceramics II and III

This class is designed for students who are not interested in the more specialized groups, but wish further instruction and workshop experience.

Date: Twenty-four Thursdays commencing September 28, 1972, 7:30-10 p.m.

Ceramics III

To be eligible for this class, students would have to have wheel experience. The class would work as a group on glaze and body testing and individually on developing design.

Date: Twenty-four Wednesdays commencing September 27, 1972, 9:30 a.m. - 12 noon

Twenty-four Wednesdays commencing September 27, 1972, 7:30-10 p.m.

Cinema Art

This course in the art of film-making will begin with four consecutive weeks of introductory instruction in the basics of film technique, including the use of equipment, screen play, direction, and editing. At the end of this period, students will begin to make their own films. In the remaining 10 sessions, each student will work on three films. The progress of the films then in production will be reviewed and the various problems encountered will be discussed. Equipment will be provided by the Department of Extension, film by the students themselves.

Date: Fourteen sessions on Friday evenings commencing September 29, 1972, 7:30-10 p.m.

ART APPRECIATION

Etruscan Art and Culture

This course aims at an up-to-date overall view of the Etruscans based on recent research and archaeology. Most of the lectures are on Etruscan art, but language and history are also considered. Topics to be covered include origin, the land and the cities, Villanovan and early Etruscan art, archaic and classical art and architecture, Etruscan art in the Hellenistic age, and the Etruscan legacy to Rome.

Date: Ten Tuesdays commencing October 3, 1972, 8-9:30 p.m.

Canadian Art

This course of lectures will outline the character and development of painting in Canada from earliest times to the present. The works of major Canadian painters will be shown on colored slides. The object of this course is to broaden and enrich the cultural understanding of persons interested in art and Canada by dealing with the cross-section of Canadian life reflected in this country's painting, and our aesthetic accomplishments.

Date: Ten Wednesdays commencing October 4, 1972, 7:30-9 p.m.

Primitive Art

A series of illustrated lectures and discussions on primitive art styles including prehistoric European art, prehistoric Oriental art, African art, art of the Pacific Islands and Australia, South American art, Central American art, North America: prehistoric Moundbuilders, Eastern Woodlands peoples, Plains peoples, Northwest Coast Indians, Eskimo art.

Date: Twelve Thursdays commencing September 28, 1972, 8-10 p.m.

Twelve Thursdays commencing January 11, 1973, 8-10 p.m.

Greek Art

Illustrated lectures on Greek art covering the pre-Classical, Classical, and Hellenistic periods will include discussions of architecture, sculpture, and vase-painting. There will be extensive use of slides and a bibliography of illustrated and useful books will be distributed at the initial lecture.

Date: Eight Wednesdays commencing January 10, 1973, 7:30-8:30 p.m.

Business and Professional

CERTIFICATE PROGRAM IN COMPUTER PROGRAMMING

Arranged and organized by the Department of Extension in cooperation with Administrative Data Processing, Computing Services, and the Department of Computing Science, this program is designed to aid those individuals who intend to pursue a career in data processing.

ADVISORY COMMITTEE

W. S. Adams, Associate Professor, Department of Computing Services, The University of Alberta

D. H. Bent, Director, Department of Computing Services, The University of Alberta

R. R. Faryon, Associate Professor, Department of Extension, The University of Alberta

G. F. Gabel, Manager, Systems and Operations, Department of Computing Services, The University of Alberta

C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta

J. A. Ogle, Systems Manager, Administrative Data Processing, The University of Alberta

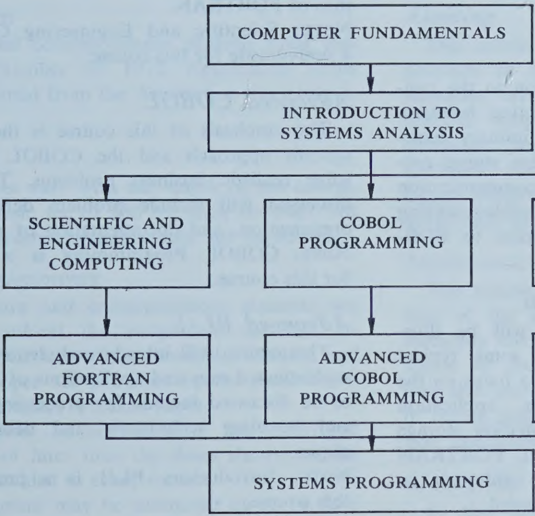
G. A. Mulhall, Director, Administrative Data Processing, The University of Alberta

V. E. Yanda, Manager, Information Services, Department of Computing Services, The University of Alberta

General Information

Students may concentrate on one of the language streams offered in the program—scientific (FORTRAN); business (COBOL); or a combination of both (PL/1).

PL/1 will not be offered in 1972-73.


COMPUTER FUNDAMENTALS
INTRODUCTION TO SYSTEMS ANALYSIS
SCIENTIFIC AND ENGINEERING COMPUTING
COBOL PROGRAMMING
INTRODUCTORY PL/1
ADVANCED FORTRAN PROGRAMMING
ADVANCED COBOL PROGRAMMING
ADVANCED PL/1 PROGRAMMING TECHNIQUES
SYSTEMS PROGRAMMING

To qualify for a Certificate, a candidate must complete five subjects in the correct sequence attaining a pass mark in each. Grades are assigned on a pass-fail basis.

Instruction is given in one two-hour or two and one-half hour lectures each week. Classes are scheduled to commence the week of October 2, 1972. Students will be required to complete home and laboratory assignments in addition to attending lectures.

Entrance Requirements

Applicants should have a senior high school diploma, be over twenty-one years of age, and have experience in business, industry or government.

Fees

Fees vary according to the course, the type of computer utilized, and the number of class sessions as indicated below:

Computer Fundamentals, 11 sessions of two hours plus a four-hour Saturday session, $65

Introduction to Systems Analysis, 12 sessions of two and one-half hours, $75

Scientific and Engineering Computing, 12 sessions of two and one-half hours, $85

COBOL Programming, 12 sessions of two and one-half hours, $85

Introductory PL/1, 12 sessions of two and one-half hours, $85

Advanced FORTRAN, 12 sessions of two and one-half hours, $85

Advanced COBOL, 12 sessions of two and one-half hours, $100

Advanced PL/1, 12 sessions of two and one-half hours, $85

Systems Programming, 17 sessions of three hours, $100

Fees include the use of The University of Alberta computer and textbooks.

Cheques for fees must accompany each application. Applications with postdated cheques are not processed until the cheques become due. The Department will invoice employers when advised to do so by the applicants.

The University of Alberta reserves the right to restrict registration in any class or to cancel any class for which there is insufficient registration.

COURSES

Computer Fundamentals

This course is a basic introduction to the concept of computers and the computing industry. Students will be given some preliminary experience with applications of computers, stored programs, computer components, telecommunication devices, data transmission, and problem-solving with computers. A short introduction to FORTRAN is also included.

Introduction to Systems Analysis

The systems analysis approach will be illustrated by organizing and solving some typical problems. In addition, there will be a focus on the development of program libraries, application packages, operating systems, information storage and retrieval, and file management. FORTRAN will be the instructional language although an introduction to COBOL is also included.

NOTE: Computer Fundamentals is a prerequisite for this course.

Scientific and Engineering Computing

Computational methods for various common scientific and engineering problems will be presented. Solution of equations, numerical integration, simulation operations research problems, and problems of numerical analysis will be discussed. Exercises will be programmed in FORTRAN and students will be introduced to programs in the IBM/360 program library.

NOTE: Introduction to Systems Analysis is a prerequisite for this course.

COBOL Programming

Intended as a continuation of the COBOL programming discussed in the Introduction to Systems Analysis course, this course will introduce the more sophisticated capabilities of COBOL F. A number of problems drawn from common business applications will be solved using the IBM/360 COBOL F compiler.

NOTE: Introduction to Systems Analysis is a prerequisite for this course.

Introductory PL/1

A course useful to both commercial and scientific programmers, this course will introduce students to the PL/1 language. Elementary case studies will constitute part of the course. Students will write programs in PL/1 and test them on computing facilities.

NOTE: Introduction to Systems Analysis is a prerequisite for this course.

Advanced FORTRAN

A continuation of the Scientific and Engineering Computing course, this course will introduce students to the more sophisticated capabilities of FORTRAN.

NOTE: Scientific and Engineering Computing is a prerequisite for this course.

Advanced COBOL

The emphasis of this course is the use of the systems approach and the COBOL language to solve realistic business problems. Topics to be discussed will include problem definition, work organization, and documentation of programs.

NOTE: COBOL Programming is a prerequisite for this course.

Advanced PL/1

This course will introduce students to the more sophisticated uses and applications of PL/1. Topics to be discussed include list processing, other data and handling techniques, and debugging techniques.

NOTE: Introductory PL/1 is a prerequisite for this course.

Systems Programming

This course discusses the general problems of the organization of a computing center, operating systems, selection of devices, multi-programming, remote job entry, and interactive programming. The IBM/360 operating system will be used as an example. The syntax of the Job Control Language, IBM System Utilities, IBM Data Set Utilities and Linkage Editor will form part of the course.

NOTE: Completion of all previous courses are prerequisites for this course.

THE CERTIFIED GENERAL ACCOUNTANTS ASSOCIATION OF CANADA

Classes leading to the designation Certified General Accountant are offered each year in Edmonton on the University campus in conjunction with the Certified General Accountants Association.

The program extends over five years. The minimum enrollment requirement is graduation from a secondary school or equivalent if educated outside Canada. However, an applicant who does not meet this requirement may be admitted as a "mature adult." To qualify for admission on this basis the applicant must be at least 21 years of age and have a minimum of two years of acceptable business experience.

Exemptions

The Association may grant subject credits where an applicant has passed the written examination in a post secondary course, the standards of which are considered sufficiently similar to any subject on the CGA program. A student who feels he is eligible for exemption in any subject offered by the Association must file transcripts of marks attained from such post secondary education institutions along with an evaluation review fee of $20 no later than September 1, 1972.

Registration

Lecture and correspondence students must register by September 10, 1972. Application forms may be obtained from the Association after July 1, 1972.

Fees

Subject fees vary with the length of the course. There is a basic fee of $50 for each semester. All fees must accompany application for enrollment.

Lesson Assignments

Both lecture and correspondence students are obliged to submit the assignment material indicated in their lesson note booklets. Mailing and return envelopes are provided by the Association as well as necessary working paper.

Lessons must be submitted in the prescribed order and not later than the dates shown on the timetable provided to every student.

An assignment may be submitted up to 14 days late only if it is accompanied by a late marking penalty. In no cases is an assignment over 14 days late acceptable.

SUBJECT OUTLINES

Accounting

Topics to be covered in accounting courses are detailed principles and practices in accounting for service, merchandising, and manufacturing enterprises under single, partnership, and corporate forms of organization, including income determination, asset valuation, and statement presentation under federal and provincial companies acts; principles and practices in materials, labor, and expense costing—job, process, and standard costing; budgeting and forecasting; distribution and differential costing; financial analysis and interpretation; source and application of funds and cash flow analyses; theory of income measurement and income tax allocation; financial reorganizations; internal control; foreign and branch operations; consolidation accounting; mergers and pooling of interest; fund accounting; executorship and receivership accounting; and advanced theory.

Law

The law of contracts with particular reference to contracts for the sale of goods will be covered as will negotiable instruments and principles of agency, partnerships, and company law.

Selected federal and provincial statutes illustrating legal problems of special interest to persons in business will be discussed. In particular, a study will be made of legislation on taxation, labor standards, compensation, unemployment insurance, banking, and combines and monopolies.

Auditing

This course will cover the detailed theory and practices in the audit of cash, receivables, inventories, investments, prepaid expenses, deferred charges, tangible and intangible fixed assets, liabilities, proprietorship, revenue and expense; statement presentation; the audit report; legal responsibilities and professional ethics; investigations; and specialized audits.

Mathematics and Finance

This course will present the study and application of the principles of financial mathematics including compound interest, dated values, equivalence of sets, simple ordinary annuities, annuities due and deferred annuities, price and yield of bonds, and application to concepts of depreciation and depletion.

Managerial Statistics

In this course, the value of statistical techniques, measures of central tendency and dispersion, sampling, correlation analysis, the use of index numbers and ratios, and statistical inference and the problems of interpretation will be studied.

Information and Computer Systems

The application of management principles to systems design will be covered with particular emphasis on organization, methods, personnel, physical factors, and control; components and operation of a computer system; system controls and audit trails, standard techniques of problem solving, and trends of the future; and computer programming using the Basic language.

Economics (for Financial Management)

In this course, the nature of economics will be presented along with the economic role of government; national income analysis; prices, money and the banking system; the central bank and monetary analysis; supply and demand; the theories of costs and utility; imperfect competition in the real world; and international trade and finance.

Taxation

This course will provide a detailed study of the Income Tax Act and determination of taxable income and tax payable thereon for individuals and corporations; gift and estate taxation.

Financial Controllership

The place of the controller in the business enterprise will be discussed, as will the techniques of the controller and the degree of his responsibility for financial planning and control, including the provision of long and short term capital, and the determination of cost and utilization thereof.

THE INSTITUTE OF CANADIAN BANKERS' PROGRAM

This program is arranged and organized by the Department of Extension and the Faculty of Business Administration and Commerce in cooperation with the Institute of Canadian Bankers.

The program provides formal education for staff members of Canadian chartered banks who wish to assume greater responsibilities in banking. It is intended to complement, rather than replace, the job training of the individual bank.

General Information

Fifty hours of instruction per course are offered in 25 two-hour sessions meeting once a week. Classes are scheduled to commence the week of October 2, 1972.

Students are required to complete home assignments and write at least two examinations in each subject in addition to attending lectures.

To qualify for recognition in each of the three parts of the Institute program, students are required to attain a minimum grade of 50 per cent in each of the compulsory courses.

Admission Requirements

Complete information regarding the requirements of the program may be obtained from the applicant's staff or personnel department.

Students being transferred from or to Edmonton should contact the Institute of Canadian Bankers for information about correspondence courses and courses offered in other areas.

Students should be aware that even though Calgary and Edmonton have an exchange program, the course content may not be identical and some problems might be encountered in transferring. It is important that the Department of Extension be informed immediately of transfers.

Fees and Registration

The fee for each of the subjects is $100.

Application forms are available from the staff or personnel department of the applicant's bank and from the I.C.B. (Edmonton) Coordinator, Mr. G. Galloway, c/o Toronto-Dominion Bank, Main Branch, 10004 Jasper Avenue, Edmonton.

COURSES OFFERED BY THE DEPARTMENT OF EXTENSION WHICH ARE RECOGNIZED BY THE INSTITUTE OF CANADIAN BANKERS

PART I
Letter of Accomplishment

I.C.B. Syllabus	*Department of Extension Equivalents*
Fundamentals of Accounting	As described below
Business Administration in Canada	Business Organization and Administration

PART II
Associate Certificate (AICB)

Communications (compulsory)	Business Communications
Economics (compulsory)	Canadian Economic Development
Financial Accounting (compulsory)	Financial Accounting and Managerial Controls
Option Course (see below)	

PART III

Fellow's Diploma

Marketing	Marketing
Option Course (see below)	
Option Course (see below)	
Business Strategy (compulsory—last course)	Business Policy

OPTION COURSES

Management of Financial Resources	
Business Finance	Business Finance
Management Accounting	
Taxation	
Management Information Systems	
Investment Management	
Management of Human Resources	
Organizational Behavior	
Employee Relations	Labour Economics and Labour Relations (two courses)
Personnel Management	Personnel Administration
Economics	
Money and Banking	
Intermediate Economics	
Contemporary Economic Issues	
International Economics	
General	
Business Law	Commercial Law
(Students are strongly recommended to take Business Law as an option)	
International Business	
Business and Government	
Marketing	
Consumer Behavior	
Promotion Management	
Quantitative Methods	
Computer Concepts and Applications	Computer Fundamentals and Introduction to Systems Analysis (two courses)
Operations Research	Introduction to Management Science

Note: No more than two options may be selected from any one area. If a student wishes to take a non-listed option in one of the above areas, he may do so provided that he receives prior approval from the I.C.B. Registrar.

COURSES

Fundamentals of Accounting

This course deals with basic accounting concepts and techniques. It will concentrate on the methods of preparing financial statements. Special attention will be paid to the "Statement of sources and applications of funds." (50 hours)

Business Organization and Administration

This course will focus on the configuration of modern organization using the behavioral sciences as an explanatory framework. The emphasis will be on the exploration of relevant structural, functional, and behavioral phenomena which are involved in the understanding and analysis of modern organizations. (50 hours)

Business Communications

This course will deal with methods of overcoming the obstacles presented by modern society to the processes of understanding and being understood. The course will provide skills required for effective communication at all levels through analyzing the theory of communication, logic, writing practice, and methods of self-expression. (50 hours)

Canadian Economic Development

This course is designed to provide the student with a working knowledge of the fundamental tools of modern economic analysis. The student should gain an awareness of the basic character of Canadian economic institutions and an understanding of the functioning of the economic mechanism of the Canadian economy. In addition, the more important economic problems currently faced by Canadian policy makers will be discussed. (50 hours)

Financial Accounting and Managerial Controls

The objective of this course is to provide managers with a working knowledge of the accountant's scope of work. With this background the manager will be able to assimilate accounting information in the planning and controlling of business operations. (50 hours)

Marketing

The purpose of this course is twofold: to provide students with a basic understanding of the scope and complexity of marketing, and to provide an insight into the management of marketing. The course will consider international and domestic market systems, environmental factors influencing the functions of the market place and marketing strategies. (50 hours)

Business Policy

This course will present the perspective of top management in regards to such areas as formulating policies, discovering opportunities, assessing risks, and planning programs of action. The course is designed for those individuals who have successfully completed other courses in the program and is not recommended as the first course for students commencing the program. (50 hours)

Business Finance

This course is designed to present the point of view of the chief financial officer of a company with regard to financial decision-making and administration of a going concern. It deals with such areas as the management of assets, financial analysis, capital structure, and the cost of capital. (50 hours)

NOTE: Financial Accounting and Managerial Controls is a prerequisite for Business Finance.

Labour Relations

This course is to be taken along with Labour Economics to qualify for the I.C.B. Employee Relations course.

Designed to give the student an insight into the history, development and role of the participants in the Canadian industrial relations system, the course will examine the theory, practice, and problems involved in the collective bargaining process. (30 hours)

Labour Economics

This course is to be taken along with Labour Relations to qualify for the I.C.B. Employee Relations course.

A discussion of the concepts of labour economics and the labour market will serve as an introduction to this course.

Topics to be analyzed are the supply and demand of labour, perspectives in unemployment in Canada, labour as a factor of production, the Canadian wage and income structure, the influence of trade unions, and human capital and economic growth. (30 hours)

Personnel Administration

Human behavior (the personal and interpersonal determinants), group structure and leadership, basic characteristics of organizations, theories of administration, industry's concepts of man, the role of the personnel department, and the role of line supervision will be analyzed in this course. (50 hours)

Commercial Law

Dealing with legal aspects of business in Canada, this course is an introduction to commercial law. The major topics discussed will be contracts, sale of goods, conditional sales, negotiable instruments, agency, partnership, and companies (e.g., the Companies Act, the Chattel Security Registries Act). (50 hours)

Computer Fundamentals

This course is to be taken along with Introduction to Systems Analysis to qualify for the I.C.B. Computer Concepts and Applications course.

This course is a basic introduction to the concept of computers and the computing industry. Students will be given some preliminary experience with applications of computers, stored programs, computer components, telecommunication devices, data transmission, and problem-solving with computers. A short introduction to FORTRAN is also included. (26 hours)

Introduction to Systems Analysis

This course is to be taken along with Computer Fundamentals to qualify for the I.C.B. Computer Concepts and Applications course.

The systems analysis approach will be illustrated by organizing and solving some typical problems. In addition, there will be a focus on the development of program libraries, application packages, operating systems, information storage and retrieval, and file management. FORTRAN will be the instructional language although an introduction to COBOL is also included. (30 hours)

NOTE: Computer Fundamentals is a prerequisite for this course.

Introduction to Management Science

A descriptive overview of the philosophy, techniques, and implementation of management science in organizations, this course will analyze the systems approach, problem formulation, theories of operations research, and the implementation and control of solutions. The basic mathematical tools essential for an understanding of the approach will be presented. (50 hours)

MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM

This program is arranged and organized by the Department of Extension in cooperation with the Faculty of Business Administration and Commerce, The University of Alberta. It will provide an opportunity to examine key business areas and develop the skills and perceptions necessary for the development of a manager or executive.

ADVISORY COMMITTEE

Duncan Campbell, Director of Extension, The University of Alberta

R. R. Faryon, Associate Professor, Department of Extension, The University of Alberta

D. S. K. Gray, President, Western Mack Truck and Equipment Limited, Edmonton

J. R. Kandler, Comptroller-Administration Manager, Healy Ford Centre, Edmonton

C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta

R. E. Schneck, Associate Dean, Faculty of Business Administration and Commerce, The University of Alberta

E. H. Shaffer, Associate Professor, Faculty of Business Administration and Commerce, The University of Alberta

I. K. Sutherland, Vice-President, North Western Pulp and Power Limited, Hinton

R. Sutherland, President, Canadian Engineering Surveys, Edmonton

R. B. Wishart, Administrator of Student Awards, The University of Alberta

General Information

Fifty hours of instruction will be presented in 25 two-hour sessions offered once a week commencing the week of October 2, 1972, and ending in early April. A few courses will commence in January, 1973, and run for 17 weeks with a three-hour class once a week.

Students are required to complete home assignments and write at least two examinations in each subject in addition to attending lectures. To qualify for The University of Alberta Certificate in Management Development, a candidate must complete three compulsory and three optional subjects with a minimum grade of 50 per cent, and obtain at least 65 per cent in two of these subjects.

Admission Requirements

Applicants to this program will be expected to have a senior high school diploma and be over the age of 25 in addition to having recognized experience in a managerial position.

Applications are invited from members of business and industrial firms, labor organizations, and the civil service.

Fees and Registration

The fee per subject is $100. Cheques for fees must accompany each application. Applications with postdated cheques are not processed until the cheques become due. The Department will invoice employers when advised to do so by the applicants.

The University of Alberta reserves the right to restrict registrations in any class or cancel any class for which there is insufficient registration.

Individual subjects in the Management Development Certificate Program will be offered in Grande Prairie, Lethbridge, Hinton, Fort Smith, and Yellowknife in 1972-73.

COMPULSORY SUBJECTS

Business Organization and Administration

Organizations will be examined from a behavioral science point of view including emphasis on interpersonal relations, small group functioning, and formal organization.

Canadian Economic Development

Basic economic theory and the techniques used in modern economic analysis will be dealt with as well as the factors influencing Canada's economic development.

Financial Accounting and Managerial Controls

This course looks at how accounting can provide information to serve the management decision-making process. Attention is given to traditional accounting only in so far as it will aid understanding.

OPTIONAL SUBJECTS

Personnel Administration

Emphasis will be on developing competence in problem-solving techniques. The traditional areas of personnel administration will form the basis for this approach.

Commercial Law

The complexities of commercial law will be introduced with special reference to the law of contracts, sale of goods, conditional sales, bulk sales, and agency.

Marketing

An introduction of basic principles, the course will provide a foundation for examining business operations and consumer behavior through the use of case analysis.

Business Communications

The obstacles posed by modern society to the processes of understanding and being understood will be attacked using a variety of approaches and techniques. Topics to be covered will include programmed learning, group dynamics, self connection, and the psychology of communications.

Business Finance

This course is designed to present the point of view of the chief financial officer of a company with regard to financial decision making and administration of an organization. It deals with such areas as the management of assets, financial analysis, capital structure, and the cost of capital.

NOTE: Financial Accounting and Managerial Controls is a prerequisite for the course.

Business Policy

The purpose of this course is to build up and integrate the work in the functional areas of the Management Development Program. This is done by presenting the students with complex problems at the level of top management. The basic method of instruction is case study. The analysis and solution of these cases require students to use knowledge they have gained from previous courses as well as judgment, imagination, and logic.

The course is open to students who have successfully completed at least three of the other courses in the program. Enrollment will be limited to 20 students.

Commercial Data Processing

This is an introductory course providing some insight into mechanized data processing methods. This is accomplished by presenting the capabilities, limitations, and problems associated with computers and related equipment. Each student will program and process on the computer several typical case study assignments. No special knowledge of electronics or mathematics is required.

NOTE: Purchasing and Production Management will not be offered in 1972-73.

MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM FOR EDMONTON POLICE

This program is arranged and organized by the Department of Extension in cooperation with the Edmonton Police Department. The objective of the program is to train administrative officers with the Police Department in the principles of management.

ADVISORY COMMITTEE

G. J. Bishop, Staff Inspector, Training Officer, City of Edmonton Police Department
R. R. Faryon, Associate Professor, Department of Extension, The University of Alberta
C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta
H. I. Moore, Chief Constable, Superintendent of Administration, City of Edmonton Police Department

General Information

Fifty hours of instruction will be presented in 25 two-hour sessions offered once a week commencing the week of October 2, 1972. Classes will be held from 7:30 to 9:30 p.m.

Students are required to complete home assignments and write at least two examinations in each subject in addition to attending lectures. To qualify for the Certificate in Management Development, candidates must successfully complete six subjects with a minimum grade of 50 per cent and obtain at least 65 per cent in two of these subjects.

Admission Requirements

All participants will be selected by the City of Edmonton Police Department in consultation with the Department of Extension.

Application forms can be obtained through the Police Department.

The University of Alberta reserves the right to restrict registration in any class or cancel any class for which there is insufficient registration.

Courses

Courses offered in 1972-73 are Canadian Economic Development, and Business Communications. Please see the course descriptions as outlined under the Management Development Program in this publication.

MANAGEMENT SCIENCE CERTIFICATE PROGRAM

The Management Science Program is arranged and organized by the Department of Extension in cooperation with the Faculty of Business Administration and Commerce, the Department of Computing Science, and Computing Services, The University of Alberta. It will be of interest to executives who wish to understand in some depth the application of computers and management science, to graduate engineers wishing to shift from their technical fields to quantitative management areas, to business graduates with a limited background and experience in the management sciences, and to computer programmers and systems analysts concerned with business applications.

ADVISORY COMMITTEE

- D. H. Bent, Director, Department of Computing Services, The University of Alberta
- W. A. Etherington, Branch Manager, IBM Canada Limited, Edmonton
- R. R. Faryon, Associate Professor, Department of Extension, The University of Alberta
- C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta
- J. C. Sprague, Associate Professor, Department of Mechanical Engineering, The University of Alberta
- P. R. Winters, Professor, Faculty of Business Administration and Commerce, The University of Alberta

General Information

The program is composed of four courses each consisting of 50 hours of classroom lectures. To qualify for a certificate a candidate must complete all four subjects attaining a minimum grade of 50 per cent in each course. The program is designed in a lock-step fashion so that each course is a necessary prerequisite to the following course.

Fifty hours of instruction will be presented in 20 two and one-half hour sessions offered twice a week, Mondays and Thursdays, commencing October 2, 1972. Courses will be offered in January, 1973.

Admission Requirements

Applicants should have a senior high school diploma, be over the age of 25, and have managerial experience in business. Students should also have an interest in and aptitude for quantitative work.

Fee and Registration

The fee per subject is $100. This does not include textbooks. Students may purchase texts in the main office of the Department of Extension prior to their first class. Cheques for fees must accompany each application. Applications with postdated cheques are not processed until the cheques become due. The Department will invoice employers when advised to do so by the applicants.

The University of Alberta reserves the right to restrict registration in any class or cancel any class for which there is insufficient registration.

COURSES

Introduction to Management Science

A descriptive overview of the philosophy, techniques, and implementation of management science in organizations, this course will analyze the systems approach, problem formulation, theories of operations research, and the implementation and control of solutions. The basic mathematical tools essential for an understanding of the approach will be presented. (Fall)

Systems Analysis—Theory and Application

An examination of the identification, analysis, and correction of systems design problems in organizations will constitute part of this course. In addition, there will be an analysis of simulation and management games, the use of computers in systems design, and the methods of managing a systems study. (Winter)

Techniques of Operations Research

A more advanced study of the operations research methods discussed in the first course, this course will analyze linear programming, network analysis, production and inventory control and decision making under uncertainty. (Fall)

Case Studies and Implementation in Management Science

This course attempts to integrate the theories and methods presented in the first three courses through case studies and analysis of large scale problems. Students will be given an opportunity to carry out individual and group projects. (Winter)

PERSONNEL ADMINISTRATION CERTIFICATE PROGRAM

Arranged and organized by the Department of Extension in cooperation with the Faculty of Business Administration and Commerce, and the Edmonton Personnel Association, this program is designed to provide a pertinent educational background and a knowledge of up-to-date methods for people in the personnel field.

ADVISORY COMMITTEE

- N. S. J. Bloomer, Development Advisor, Imperial Oil Limited, Edmonton
- W. H. Chidgey, Staffing and Development Officer, Department of Public Works, Government of Canada, Edmonton
- R. R. Faryon, Associate Professor, Department of Extension, The University of Alberta
- J. Livingstone, Personnel Manager, Northwestern Utilities Limited, Edmonton
- C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta
- C. B. Williams, Professor, Faculty of Business Administration and Commerce, The University of Alberta
- J. W. Morrill, Personnel Manager, R. Angus Alberta Limited, Edmonton
- A. G. Perroni, Associate Professor, Faculty of Business Administration and Commerce, The University of Alberta

K. J. Robertson, Public Service Commissioner, Government of Alberta, Edmonton

A. Wilks, Personnel Manager, Inland Cement Industries Limited, Edmonton

General Information

For those courses of 50 hours duration, classes will be presented in 25 two-hour sessions offered once a week. Courses of 30 hours duration will be presented in 12 two and one-half hour sessions offered once a week.

Most courses will commence the week of October 2, 1972, although some will be offered commencing in January, 1973.

Students are required to complete home assignments and write one or two examinations in each subject in addition to attending lectures.

To qualify for a University of Alberta Certificate in Personnel Administration, students must complete all eight subjects with a minimum grade of 50 per cent in each.

Admission Requirements

Applicants to this program will be expected to have a senior high school diploma and be over the age of 25 in addition to having recognized personnel or supervisory experience in a managerial capacity. Applications are invited from business and industrial firms, labor organizations, and the civil service.

Those who lack Grade XII standing but who have had suitable experience may be admitted to the program conditionally on the recommendation of the Advisory Committee and, if successful, be invited to continue.

Fees and Registration

The fee for each of the 50-hour subjects is $100 and for the 30-hour subjects, $65.

The University of Alberta reserves the right to restrict registration in any class or cancel any class for which there is insufficient registration.

COURSES

Business Organization and Administration

Organizations will be examined from a behavioral science point of view including emphasis on interpersonal relations, small group functioning, and formal organization. (50 hours)

Canadian Economic Development

Basic economic theory and the techniques used in modern economic analysis will be dealt with as well as the factors influencing Canada's economic development. (50 hours)

Personnel Administration

Emphasis will be on developing competence in problem-solving techniques. The traditional areas of personnel administration will form the basis of this approach. (50 hours)

Training and Development of the Work Force

This course helps to equip the student to understand responsibilities in assisting the business organization to acquire and develop the human resources it needs to meet its objectives. (30 hours)

Labour Relations

Provincial legislation, bargaining, conciliation, and arbitration, among other topics, will be covered to prepare the student for dealing with union and other labour relations problems. (30 hours)

Salary and Wage Administration

This course informs the student about theory and practice in the area of establishing compensation procedures for various levels of employees. (30 hours)

Techniques of Interviewing

Interviewing techniques and types of interviews will be examined with discussion on the application of these and related principles to various areas of the personnel function. Practical application will be stressed where possible within the framework of the subject area. (30 hours)

Labour Economics

This course will provide the student with a working knowledge of the economic theory effecting labour and the labour movement. (30 hours)

NOTE: Canadian Economic Development is a prerequisite for this course.

REAL ESTATE CERTIFICATE PROGRAM

This program is arranged and organized by the Department of Extension in cooperation with the Faculty of Business Administration and Commerce, The University of Alberta, and the Alberta Real Estate Association.

This program will be of interest to real estate personnel, public and private investors, lenders, construction personnel, and interested individuals who wish to obtain a knowledge of basic real estate concepts and practices. Specialized real estate subjects are combined with basic business courses to provide the student with a broad based program that may be selected to meet his specific requirements.

The Certificate Program is intended to raise the standards of the real estate practitioner and to give him the opportunity to develop skills and understanding which will contribute toward his professional development.

ADVISORY COMMITTEE

Duncan Campbell, Director of Extension, The University of Alberta

D. A. Bancroft, Professor, Department of Extension, The University of Alberta

C. W. Carr, Secretary-Treasurer, Alberta Real Estate Association

J. Kent Lyle, F.R.I., Member, Alberta Real Estate Association

M. H. Fisher, Deputy Commissioner of Real Estate, Department of Provincial Secretary, Government of Alberta

G. B. Buchwald, F.R.I., Chairman, Education Committee, Alberta Real Estate Association

S. M. McFadyen, Assistant Professor, Faculty of Business Administration and Commerce, The University of Alberta

G. Reschenthaler, Associate Professor, Faculty of Business Administration and Commerce, The University of Alberta

R. Smith, Assistant Professor, Faculty of Business Administration and Commerce, The University of Alberta

G. Linder, Administrative Officer, Division of Continuing Education, The University of Calgary

D. J. Weideman, Assistant Professor, Department of Extension, The University of Alberta

E. B. Graham, F.R.I., Member, Alberta Real Estate Association

General Information

To qualify for the Real Estate Certificate a candidate must complete three courses of 50 hours duration of which Commercial Law is compulsory, and three courses of 30 hours duration. Optional subjects are offered to allow the students to select the subjects that will best suit their needs.

Students are required to complete home assignments and write at least two examinations in each subject in addition to attending lectures.

Admission Requirements

Applicants to this program will be expected to have a senior high school diploma and be over the age of 25 in addition to having recognized experience in management.

Those who lack Grade XII standing but who have had suitable experience may be admitted to the program conditionally and if successful invited to continue.

Fees and Registration

The fee per 50-hour subject is $100 and is inclusive of textbooks and materials. The fee per 30-hour subject is $65. Students may be asked to purchase additional reference books by their instructors.

Cheques for fees must accompany each application. Applications with postdated cheques are not processed until the cheques become due. The Department will invoice employers when advised to do so by the applicants.

The University of Alberta reserves the right to restrict registrations in any class or cancel any class for which there is insufficient registration.

The following are subjects of 50 hours, all of which will be offered in 1972-73. Three of these courses are required:

Business Organization and Administration
Canadian Economic Development
Financial Accounting and Managerial Controls
Marketing
Business Communications
Commercial Law (compulsory)

For course descriptions, please see the Management Development Program listed elsewhere in this calendar.

The following are subjects of 30 hours, three of which are required:

Appraisal of Real Property

The theory and fundamentals underlying the valuation of rights in real estate are the subject of this course.

Date: Twelve Thursdays commencing October 5, 1972, 7:15-9:45 p.m.

Land Planning and Development

This course is a study of community planning and subdivision development which emphasizes attitudes and practices of planning consultants, public agencies, and investors.

Date: Twelve Thursdays commencing January 11, 1973, 7:15-9:45 p.m.

Urban Studies

This course deals with the basic teachings of urban government and with the study of sociological problems of land utilization in urban areas.

Date: Twelve Thursdays commencing October 4, 1973, 7:15-9:45 p.m.

Real Estate Finance

This is a study of sources of credit with emphasis on interim, special purpose, and mortgage financing. The course treats economic, legal, and financial implications of credit.

Date: Twelve Thursdays commencing January 10, 1974, 7:15-9:45 p.m.

THE SOCIETY OF INDUSTRIAL ACCOUNTANTS CERTIFICATE PROGRAM

A program of courses leading to the designation Registered Industrial Accountant will be offered in Edmonton on the University campus in conjunction with the Society of Industrial Accountants of Alberta.

Courses extend over a period of five years and are offered on a semester system. Students are required to complete the courses of study and submit 80 per cent of lesson assignments before being permitted to write the professional examinations. Examinations are held in January and May and are set by the Examination Board of the Society of Industrial Accountants of Canada. The pass mark in each examination is 60 per cent.

Admission Requirements

The courses of the Society are available only to the membership. The annual student membership fee is $20 for those enrolled in the courses. This fee covers the 12-month period from July 1 to June 30.

Graduation from two year business programs of a recognized college or technical institute, senior matriculation, and/or equivalents are the desired standards of admission. However, students with a high school diploma may be accepted. All admissions are subject to approval of the Qualifications Board.

Registration

Lecture and correspondence students must enroll by September 8, 1972, for the fall semester and by December 31, 1972, for the winter semester.

Information

Further information regarding the program of the Society may be obtained by writing to The Society of Industrial Accountants of Alberta, 602 Lougheed Building, 604 - 1 Street S.W., Calgary 2, Alberta, telephone Zenith-06179 for Edmonton residents.

LEVEL ONE

Principles of Accounting

The measurement and communication of economic information as well as the collection of data and the total accounting information system will be studied. Income measurement and periodic adjustment, preparation of statements, accounting for assets, liabilities, owner's equity and intercorporate investments, and an introduction to funds statements and analysis of financial statements will be discussed.

Introductory Economics

This course will explore the economics and central problems of every economic society. The theory of supply and demand, competitive markets, cost curves, production choices and cost will be studied as will the characteristics of monopolies and oligopolies, allocation of resources, national output and income, and determinants of gross national product. Investment, money, prices and inflation and goals of economic policy will also be discussed.

Report Writing

Language and grammatical aspects of words, sentence structure, and punctuation will be presented along with the method of report formation and presentation, various types of reports such as letters, memoranda, short reports, bulletins, management reports, and formal reports will be covered. An introduction will be given to the analysis of complex business cases and the writing of management reports.

Data Processing Equipment and Programming

Topics to be studied in the course will be punched cards and unit record equipment, evolution of computers and number systems, types of computers and main components, peripheral equipment and input-output media, and programming.

Business Mathematics

This course will provide a review of algebra, organizing statistical data, charting and graphs, simple and compound interest, bonds, amortization and sinking funds, investment decision-making, annuities, perpetuities, matrices, and the algebra of sets.

LEVEL TWO

Accounting Theory and Problems

Topics to be covered in this course are economic and accounting concepts of cost and value, asset cost and expiration, appraisal of principles, limitations of statements, multiple reporting objectives, working capital and funds flow, life assets and liabilities, long-term investments and limited companies, and the interpretation of statements: internal-external analysis.

Commercial Law

Law of contracts and agency, sale of goods and methods of securing debts, partnerships, corporation law, and securities legislation will be studied in this course along with negotiable instruments, bankruptcy, torts, insurance, real property, labor relations, welfare legislation, restrictive trade practices legislation, and consumer protection.

Commercial law variations from province to province will be discussed.

Organizational Behavior

Conceptual foundations of organizational behavior will be discussed in this course as will psychological and social factors in organizational behavior. Society as a social system, social psychology and the prediction of human behavior, interplay of individual, group, and total society will also be studied.

Taxation

In this course, the general objectives of federal tax policy and the role of business income taxation will be discussed along with capital cost allowance, computation of taxable income and taxes payable, individuals and corporations, returns, payment of tax, assessments, appeals, and miscellaneous taxes—gift, estate, excise, and sales.

LEVEL THREE

Accounting for Cost Determination, Analysis, and Control

The framework of managerial accounting will be presented including cost concepts and terminology, measurement and accumulation of costs, job order cost and cost control, process costing, spoilage, joint and by-product costing, models for budgeting, linear programming applications, budget simulation, pro-forma financial statements, cost behavior, and flexible budgets.

Quantitative Methods for Analysis and Decision Making

A review of algebra, this course will cover matrices and vectors, set theory statistics, operations research, sequences, analysis, smoothing, and decision making under uncertainty.

LEVEL FOUR

Accounting for Management Planning and Control

Input-output analysis for planning, cost-volume-profit relationships, and break-even analysis are among the topics to be covered in this course. Others are standard costing, variance analysis, corrective action, full and direct costing, responsibility accounting, control of non-manufacturing costs, profit centre analysis and intra-company transfer pricing, relevant costing, opportunity costs, types of decisions, marginal analysis model, and distress and special order pricing.

Financial Management

The role of finance and its implication for risk, income, and control will be discussed along with credit conditions and the firm's state of liquidity, sources of capital and corporate borrowing and financial intermediaries, debt, risk, profitability, and investment decision making.

Selected Topics and Contemporary Issues in Accounting

This course will cover accounting for foreign operations, corporate re-organizations, contemporary issues, and intercorporate investment as well as business combinations, purchase or pooling, income-tax allocation, accounting for price level changes, pensions, leases, and human resource measurement and goodwill.

LEVEL FIVE

Information Systems: Analysis, Design and Implementation

In this course information theory, systems concepts, data processing systems, management information systems, information technology, planning analysis and implementation, and post-instalation evaluation and systems audit will be discussed.

Operational Auditing

Audit theory, philosophy and process, nature of auditing, external and management (operational) auditing will be discussed in this course as will audit evidence, internal control, sampling, auditor's responsibility, audit of the operation, manufacturing, inventory, procurement, sales and advertising, information systems, planning and control procedures, and managerial performance.

Management: Processes and Problems

This course will discuss management of organization, planning for profit, sales, production, and allocation of resources, organizational design and the function of organizing in the achievement of purpose, and professional management for the present and future.

GENERAL BUSINESS AND PROFESSIONAL COURSES

Supervisory Techniques

This course is designed to acquaint the supervisor with the basic tenets of man-management and to assist in the development of his supervisory skills. It will utilize lectures, case studies, role plays, games, and films to create an experience designed to achieve this objective.

Date: Twelve Tuesdays commencing October 3, 1972, 7:30-9:30 p.m.

Effective Communications

A course for managers and supervisors dealing with the process of communication, this course will examine the way communications works and how it can be improved. The basis of the course is the management film series, "Effective Communication," featuring Dr. David Berlo. Additional demonstrations and exercises will provide practice for participants in improving communication skills.

Date: Six Mondays commencing October 16, 1972, 7:30-9:30 p.m.

The Design of Sample Surveys

This course will cover the principles and techniques of sampling and the planning and execution of surveys. Examples of data collection in the field of agriculture, consumer expenditure, employment, demography, health, public opinion, and industrial activity may be discussed. The examples chosen will depend on the interests of members of the class.

Date: Ten Tuesdays commencing January 30, 1973, 8-10 p.m.

Management of Personal Finances

The object of this course is to provide a background for successful family finances. It will be of particular interest to new families and investors. Topics to be discussed include budgeting, borrowing, savings, life insurance, retirement plans, investing in stocks and bonds, home ownership, estate planning, business ventures, and related areas.

Date: Ten Tuesdays commencing October 10, 1972, 7:30-9:30 p.m.

Financial Management of the Retail Pharmacy

The aim of this course is to help the pharmacist to take a significant step toward more effective and more confident decisions concerning the monetary aspects of his business. Topics range from analysis of a firm's operation to the effect that the new Income Tax Act will have on the pharmacy. Throughout the course each participant will operate a computerized simulated pharmacy which reacts to participants' decisions much like an actual pharmacy would. Enrollment will be limited to assure maximum interaction among participants and between participants and instructors.

Date: Five Wednesdays commencing October 11, 1972, 7:30-9:30 p.m.

Management for Proprietors and Partners

Through evening lectures and workshops, this course will attempt to focus on the problems of starting and managing smaller business operations. Topics include introduction and motivation of employees, accounting, inventory control, marketing, marketing and business strategy, and the legal aspects of business. The outline is flexible and will be tailored to the needs of the students.

Date: Eight Mondays commencing October 16, 1972, 7:30-9:30 p.m.

Principles of Management

This intensive two-day seminar on Principles of Management will be of prime interest to individuals who are responsible for the administration of the work of first line supervisors. Among the managerial processes to be discussed are planning, resources, organization, activation, and control. Major emphasis will be placed on motivation of subordinates, communication structures with the organization, and the use of financial data by managers. Topic coverage will vary in accordance with student interest, and emphasis throughout the program will be on case discussions and group participation.

Date: October 20-21, 1972, 9 a.m. - 4:30 p.m.

Modern Executive Management

This seminar has been designed to provide a current review of recent developments in modern administration with an orientation towards the practical application of contemporary management in today's complex organization. The seminar will focus on organization imperatives, management philosophy, individual-organization interaction, executive stress, management constructs, organization change, organization analysis, organization design, and organization integration.

Date: October 27-28, 1972, 9 a.m.-4:30 p.m.

Accounting for Management and Investment Analysis

This seminar is designed to bring together the fields of accounting and investment decision making. It will be of interest to individual investors, members of investment clubs, and small businessmen who have a need to integrate accounting with investment management. The seminar will discuss problems of valuation and financial analysis as they effect investment decisions. The outline is flexible and will be tailored to the needs of the students.

Date: November 3-4, 1972, 9 a.m. - 4:30 p.m.

Management of Human Assets

This three-day seminar is designed for middle and upper level managers who have responsibility for establishing and maintaining a high level of motivation in their organizations. The well-known Gellerman film series, "Motivation and Productivity," will be used to provide exposure to the latest concepts in leadership and motivation in the behavioral sciences which have application to business, government, and industry. The content is designed to provide a more extensive leadership model for the manager and to provide a more comprehensive understanding of the factors which

motivate people in organizations. In addition, the seminar focuses on the difficulties of changing over to different organizational structures and leadership styles.
Date: November 16-18, 1972, 9 a.m. - 4:30 p.m.

Management by Objectives

Management by Objectives is a dynamic system which seeks to integrate the company's need to achieve its goals of profit and growth with the manager's need to contribute and develop himself. This seminar will provide a step-by-step review and participation in the key concepts of the Management by Objectives process and demonstrate that there is a practical approach which will help all managers to improve their performance.
Date: November 24-25, 1972, 9 a.m. - 4:30 p.m.

Sales Management Seminar

This intensive two-day seminar in sales management will be of prime interest to individuals presently in sales management positions or slated for managerial responsibilities in the near future. The five major areas of recruitment, selection, training, stimulation, and control of a sales force will be considered within the context of a manager's prime functions. Among topics to be covered will be the management matrix, sales communication, sales organization, man motivation, quantitative aspects of sales management.
Date: November 24-25, 1972, 9 a.m. - 4:30 p.m.

Interpersonal Skills for the Businessman

This three-day seminar will present and discuss new techniques in interpersonal relations with a look at their practical applications in business and everyday life. Assisting participants to increase their skill and understanding in dealing with people and to achieve successful personal interaction are the major purposes of the program. It will concentrate on interpersonal problems in business and sharpen the skills needed for success in management and sales. Topics will include understanding people, leading people to think, arousing and sustaining interest, gaining cooperation, making ourselves understood, and gaining and keeping the confidence of others.
Date: December 7-9, 1972, 9 a.m. - 4:30 p.m.

Managing Investments

This ten-week course is offered through the Department of Extension in cooperation with the Investment Dealers' Association of Canada, Edmonton Branch. Its purpose is to provide the layman with information on securities, investment policies, and portfolio development. Topics will include reading financial statements, implications of tax reform, common shares, bonds, debentures and preferreds, convertibles and warrants, and building a portfolio. The program will make use of films, lectures, and group discussion to cover all phases of investment.
Date: Fall, 1972

Water Resource Management

This course will consider the supply, use, and legal aspects of water resource management. Some of the topics will be regional development goals, environmental considerations, decision-making processes, and the water resource system. The student will be given a basic theoretical framework as well as specific examples to which the theory can be applied.
Date: Fall, 1972

Colloquium IX

Colloquium is a dinner meeting discussion group working this year on the theme "Ethics and Power."
Date: Nine biweekly meetings on Wednesday evenings during the Fall and Winter, 1972

Oceanography

This course will provide an outline of marine ecology in Canada's coastal waters.
Date: Fall, 1972

The New Tax Act

A review for laymen of important aspects of the Act which came into force in January, 1972, this course will cover such topics as growth of government spending and tax revenue, the structure of the taxing scheme and the Act, basic rules for computation of income tax, taxation of individuals, taxation of business and property income, taxation of capital gains and what gains are taxed, taxation of other sources of income and special cases, corporations and shareholders—treatment of dividends and corporate surplus, enforcement and appeals, and tax and estate planning.
Date: Four two-hour evening sessions commencing in the Fall, 1972

The Mackenzie Watershed

This is an orientation course on the western part of the Northwest Territories, its physical features, its people, and its ecology. Specific topics to be covered include physical and climatic features, cold and its effects on animals, the origin and movement of Northern people, exploration and development by the White people, the process of cultural change in a Northern environment, and the development of political institutions in the North.
Date: Ten Wednesdays commencing January 24, 1973, 7:30-9:30 p.m.

Short Course in Traffic Control

Topics in this course include traffic law, rules of evidence, accident analysis and investigation, signals, road and intersection design, traffic plan-

ning, illumination, and parking.
Date: Five days in February, 1973
Place: Banff Centre for Continuing Education

Financial Mathematics

This course is concerned with the application of mathematics to practical business problems dealing with simple interest, installment payments, amortization payments, mortgages, annuities, sinking funds, depreciation and present values, and evaluation of stocks and bonds.
Date: Eight Mondays commencing March 26, 1973, 7-10 p.m.

ACCIDENT PREVENTION ADMINISTRATION

This three phase program is designed to provide participants with knowledge of current techniques in occupational safety practices. A certificate is awarded by the Alberta Association of Safety Personnel to those successfully completing the three phases. This program is of particular interest to members of the Safety Personnel Association and any others involved in occupational health and safety. Registrants should have a high school diploma and/or experience in the related field.

Phase I: Fundamentals of Accident Prevention

This introductory course includes the history of the safety movement, accident prevention relating to injury costs, job and equipment safety analysis, fire prevention, safety standards and safety in the 1970's.

Phase II: Occupational Hazards

This course deals with harmful materials encountered by workers and protective measures against these substances such as disease, radiation, industrial noise, air and water pollution, and explosion hazards.
Date: Fall, 1972

Phase III: Administrative Practice

This course includes the application of the behavioral sciences to the development of the organization relating to safety administration. Leadership style and labour management, communicating the "safety philosophy," and communication in safety administration will be discussed.

CONTINUING EDUCATION FOR ENGINEERS

Teaching Methods for Engineers

Each year increasing numbers of professional engineers take on additional duties as industrial trainers. Methods of teaching and evaluation will be discussed in this course and will be related to the industrial fields in which engineeers are teaching. Topics will include the identification and organization of content for instruction in a subject area, the selection and use of appropriate teaching methods, and the evaluation of effectiveness of instruction.
Date: Ten Wednesdays commencing October 4, 1972, 7:30-9:30 p.m.

Solid State Components and Circuit Applications

This course will include a review of solid state device principles and typical circuit applications of them. Specific topics will include junction transistors, FET's, SCR's, Triacs, unijunction transistors, and operational amplifiers. Attention will be given to both low frequency and RF use of some of these devices.
Date: Twelve Wednesdays commencing October 4, 1972, 7:30-9:30 p.m.

Power System Analysis

Loadflow, fault stability, and economic dispatch will be discussed and emphasis will be placed on computer methods and new techniques. Details of the course will be planned to meet the needs of the students in the class.
Date: Fifteen Tuesdays commencing October 10, 1972, 7:30-9:30 p.m.

Oil and Gas Contracts and Surface Rights

In this course the fundamental principles of contract law and a review of decided cases on oil and gas contracts will be discussed. Other topics include types of oil and gas contracts, their objectives and the factors that should be considered in negotiating them; the acquisition of and compensation for surface rights required for oil and gas operations; voluntary negotiations of easements and compulsory acquisitions of these interests under the Pipeline Act; and the Surface Reclamation Act and the Landmen Licensing Act.
Date: Twenty Mondays commencing October 16, 1972, 7-9 p.m.

Management for Engineers

A seminar for engineers who are beginning to move away from straight technical work into positions carrying management and supervisory responsibilities, this course will examine the problems that are involved in switching from a role emphasizing individual direct contribution to one where contribution is made by working through others. Methods of organizing and motivating staff will be covered. The concept of management by objectives will be emphasized including its implications for management development.
Date: October 18-19, 1972, 9 a.m. - 4:30 p.m.

Contract Law for Engineers

This seminar is designed to highlight some of the legal problems which affect professional engineers who are concerned with negotiating, framing, and administration of contracts. These problems should also be of interest to engineers performing professional duties as employees of contracting parties or as independent consultants.

One area of special interest to be discussed is the Mechanics Lien Act, which has recently undergone substantial change. In addition, the following areas will be dealt with by case and problem study method: tenders, standard forms of contracts, performance bonds, penalties and bonuses, time for performance, and alteration of terms of contracts. Also discussed will be the relationships which exist between engineers and other professional people who are parties to contracts.

Date: October 20-21, 1972

Airphoto Interpretation

This is a course on the basic principles, techniques, and applications of airphoto interpretation for engineers. It will include types, scales, and specifications of airphotos, stereoscopes and stereovision, uses in cartography and planimetry, identification of landforms and the materials composing them. Application of photo-interpretation techniques for route location, site selection, surface and groundwater studies and erosion and slope stability will be emphasized.

Date: November 13-17, 1972

Computer Programming for Engineers

Logic flow diagrams and the FORTRAN language for people with engineering backgrounds will be covered in this course. In addition to presenting the language, a number of examples of engineering problems will be studied. Each student will program and process problems in the field of engineering using the University System 360 computer.

Date: Fall, 1972

Solid State Circuit Design

This course will discuss the design of such circuits as power supplies, power amplifiers, active filters, oscillators, currents, RP amplifiers, A/D convecters, and D/A convecters. If time permits, noise problems in electronic circuits will also be discussed.

Date: Twelve Wednesdays commencing January 24, 1973, 7:30-9:30 p.m.

Noise in the Environment

The principles and techniques of noise measurement and control will be discussed.

Date: Winter, 1973

Ice on Rivers and Lakes

The energy budget applied to lakes and rivers, ice formation and dissipation, and ice analysis will be examined. The fundamental theory required to understand and partially analyze ice formations, growth and decay on lakes and rivers will be explained. Special emphasis will be placed on river ice behavior and its effect on engineering works.

Date: Winter, 1973

CONTINUING LEGAL EDUCATION

This program is organized by an Alberta Committee on Continuing Legal Education whose members represent the Law Society of Alberta, the Legal Education Subsection of the Canadian Bar Association, and the Universities of Alberta and Calgary. The present members of this Committee are

J. W. Beames, Beames Chapman & Foster, Red Deer
P. Freeman, Faculty of Law, The University of Alberta
D. R. Haigh, Burnet Duckworth Palmer Tomblin O'Donoghue Beattie & Haigh, Calgary
W. B. Kelly, Q.C., Secretary-Treasurer, The Law Society of Alberta, Calgary
G. Linder, Division of Continuing Education, The University of Calgary
W. E. O'Leary, Lutz Westerburg O'Leary & Stevenson, Calgary
C. M. Lockwood, Department of Extension, The University of Alberta
D. C. Prowse, Q.C., Fenerty McGillivray Robertson Prowse Brennan Fraser Bell & Code, Calgary
D. Steele, Couch & Steele, Calgary
W. A. Stevenson, Hurlburt Reynolds Stevenson & Agrios, Edmonton
M. J. Sychuk, Faculty of Law, The University of Alberta

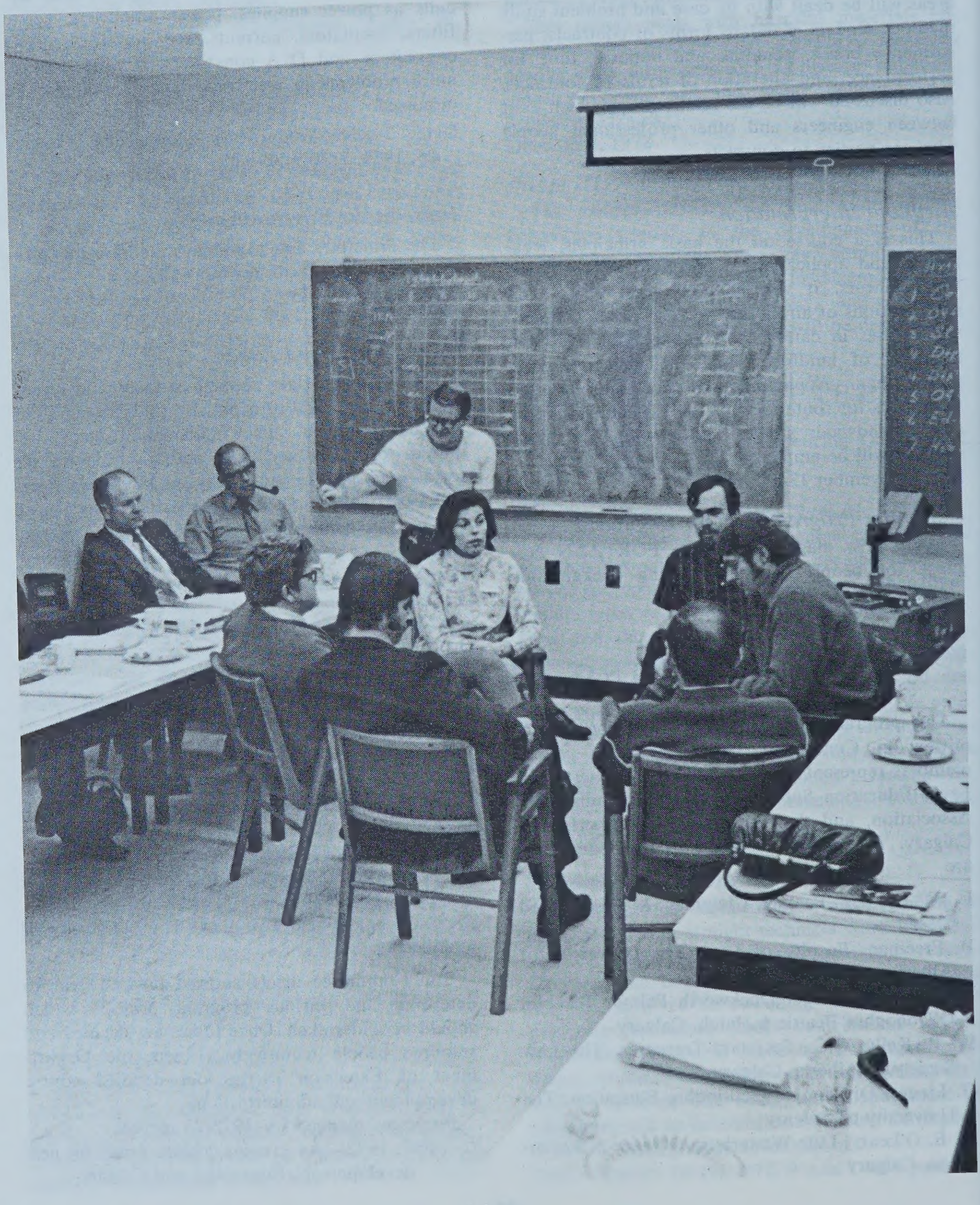
The Committee meets at least twice a year to determine the various program projects which should be undertaken. Once topics are decided and resource people tentatively chosen, the Department of Extension carries out detailed course development and administration.

Programs planned for 1972-73 include:

Fall, 1972—An evening lecture series on new developments, Edmonton and Calgary

Fall, 1972—One-day seminar on labour law, Edmonton and Calgary
Fall, 1972—One-day seminar on condominium conveyancing, Edmonton and Calgary
Winter, 1973—Mid-winter meeting of Canadian Bar Association (education seminars), Edmonton
Spring, 1973—One-day seminar on probate practice, Edmonton and Calgary
May, 1973—The 6th Annual Law Refresher Course (three days), Banff Centre

In addition to arranging seminars and courses, the Department of Extension makes available on behalf of the Committee certain published materials as well as audio tapes made at actual seminars. Information on these self-study materials may be obtained by writing to the Department.



Community Resources Development

AGRICULTURE

An expanding sector of specialized, commercial agricultural producers is meeting the challenge to supply a greater quantity of production for an ever-increasing population. The trend towards specialization and large capital investment in farm units necessitates superior management skills, which in turn require the latest and most authentic information available. The programming emphasis of the Department of Extension in agriculture is in providing continuing educational opportunities required by the professional and paraprofessional personnel of the many agribusinesses serving agriculture as well as for individuals in commercial farming.

Agricultural Bulletins

The research work and studies undertaken by the Faculty of Agriculture and Forestry are made available to the public in the form of agricultural bulletins. These deal with many technical phases of livestock production, soils, horticulture, dairying, field crops, and the many managerial functions required of today's farmer. Other publications deal with the social implications of a rapidly changing agriculture. Soil surveys of Alberta's agricultural areas are in continuous process and soil maps, together with information on the qualities, potentialities, and utilization of soils, are available on request.

Many of these bulletins and pamphlets are distributed without charge through the offices of the Alberta Department of Agriculture and other interested organizations. Priced publications are available from The University of Alberta Bookstore. Individual copies of any publication are available through the Department of Extension which will be pleased to supply a complete list of available publications.

Horticultural Week

The 8th Alberta Horticultural Week is sponsored in conjunction with the Alberta Horticultural Association, Flowers of Canada, Canadian Society for Horticultural Science, and Alberta Department of Agriculture and Advanced Education, Canada Department of Agriculture, United Flowers-by-Wire Service Ltd., and Smithers of Canada Ltd. This week consists of five courses, some running simultaneously, for floral designers, greenhouse operators, nurserymen, and homemakers interested in flower arranging.

Date: August 7-11, 1972
Place: Olds College, Olds

Basic Floral Design School develops knowledge and skill in flower care, handling, and design including the mechanics of flower arranging, wiring, taping, and use of ribbons.
Date: August 7-9, 1972

Advanced Floral Design School offers advanced training in floral design techniques and business management related to retail florist operations.
Date: August 7-9, 1972

Growers' Clinic provides operators and employees of commercial greenhouses or nursery operations with authentic up-to-date information related to their business.
Date: August 7-9, 1972

Horticultural Science School updates and develops students' knowledge of the sciences related to horticulture and is of particular value to candidiates in the Canadian Diploma in Horticulture Assessment Program.
Date: August 10-11, 1972

Homemakers' Flower Arranging offers training and practice in flower arranging for homemakers and gardeners.
Date: August 10-11, 1972

Feed Industry Conference

The 12th Annual Feed Industry Conference is sponsored jointly by the Alberta Division of the Canadian Feed Manufacturers' Association, Alberta Department of Agriculture, The Alberta Veterinary Medical Association, and the Department of Extension. The purpose of the program is to encourage the development of cooperation and understanding among the animal nutritionist, veterinarian, feed industry, and its technical suppliers.

Date: September 28-29, 1972
Place: Macdonald Hotel, Edmonton

Cattlemen's Short Course

The 9th Annual Cattlemen's Short Course is a residential course organized in cooperation with the Western Stock Growers' Association to provide authentic up-to-date information on new developments in the beef industry for specialized stock producers, livestock extension workers, and representatives from other agribusinesses.

Date: November 27 - December 1, 1972

Place: Banff Centre for Continuing Education, Banff

Sheep Symposium

The 5th Annual Sheep Symposium is a residential educational program organized in cooperation with the Alberta Sheep and Wool Commission and Alberta Department of Agriculture. The purpose of the program is to provide progressive sheep producers and other individuals associated with the sheep industry with the latest information on developments in the industry.

Date: November 28 - December 1, 1972

Place: Banff Centre for Continuing Education, Banff

Pork Seminar

The purpose of the Pork Seminar is to provide an opportunity for those people directly concerned with pork production to acquire the latest information on new developments in pork production, processing, and marketing and to consider the application and implications of these developments on decision making at the producer level and on policy making at the industry level. It is arranged in cooperation with the Western Hog Growers' Association and the Alberta Hog Producers Marketing Board.

Date: June, 1973

Place: Olds College, Olds

COMMUNITY LEADERSHIP DEVELOPMENT

In the belief that citizens knowledgeable about and involved in the issues and decisions that affect them are the greatest resource any society can have, the Community Leadership Development program has two objectives: to create an awareness in the citizenry of the basic social issues confronting society; and to develop community leadership capabilities such that social policies, social institutions, and social programs are the outgrowth of the maximum feasible participation in the decision making process.

Conflict and Social Change

The objective of this program is to help leaders and potential leaders develop greater awareness of their own reactions to conflict situations, to gain some understanding of the dynamics and development of conflict in bringing about social change. The program should be of interest to personnel of government departments and community organizations who have some responsibility for implementing social and economic programs and hence change.

Date: October 15-20, 1972

Place: Overlander Lodge, Jasper

Western Canada Community Leadership Workshop-Lab

A different approach to community leadership training, this workshop emphasizes experiential learning where the participants gain their knowledge and skill from direct observation and participation in classroom events that are similar to the situations they experience in their home community. In the community of the workshop, the stresses and strains of working on community problems can be observed and analyzed and the lessons related to home problems.

This workshop is designed for volunteer and professional community leaders, government administrators, and elected officials—leaders who are concerned with problems of urban renewal, economic development, and community development.

This will be the fifth annual presentation of the residential workshop-lab co-sponsored by The University of Alberta, The University of Calgary, University of Saskatchewan (Saskatoon), University of Manitoba, and Brandon University.

Date: September 19-29, 1972

Place: Brandon University

Community Leadership Techniques Course

The 23rd Annual Short Course in Leadership Techniques is designed to prepare potential leaders of farm and rural organizations for the demanding task of community leadership and to assist those already involved in a leadership role to sharpen their leadership skills.

The course will be a mixture of lectures, films, skill-practicing sessions, and group discussions in the broad subject areas of program planning, public speaking, effective meetings, and group discussion leadership.

Candidates with a rural background who are actively involved as leaders in community and farm organizations are eligible. Applications for this course should be made to one of the following sponsoring organizations: Alberta Wheat Pool, UNIFARM, Junior Farmers' Union of Alberta, Farm Women's Union of Alberta, Alberta Department of Agriculture, Alberta Women's Institute, Canada Department of Indian Affairs and Northern Development, and the Community Development Branch of the Alberta Human Resources Development Authority.

Date: January 14-24, 1973

Place: Banff Centre for Continuing Education, Banff

Small Group Leadership

The 6th Annual Small Group Leadership Workshop is designed to provide participants with the theory and skill which will enable them to increase the effectiveness of the groups with which they work. It is intended for those leaders, both rural and urban, in voluntary and other organizations, who in the performance of their duties, must work a great deal of the time in a small group setting.

Participants will be involved in discussion sessions on group and organizational problems they experience together during the course. Through an analysis of their discussions and through the use of videotape participants will gain increased understanding of the interpersonal forces at work in groups. They will become aware of their own individual effectiveness as members and leaders of small groups involved in the task of making decisions.

Date: March 11-16, 1973

Place: Banff Centre for Continuing Education, Banff

Committees That Work

Involvement and greater participation in decision making are goals that governments and organizations are striving to achieve. The dilemma that governments and organizations face, however, is how to achieve this while locked into the belief that the most effect decision-making body is a committee of three, when two are absent. The great proliferation of community groups and social action groups, all interested in having a "say" in the decision making processes, means that governments and organizations, if they are to be truly responsive, have to develop new ways and methods of working with much larger groups in fact finding and decision making. Instead of continually working with the usual small committees, civil servants, policy makers, and decision makers are going to learn how to involve a wider and larger citizen representation and develop new methodologies for getting these citizens' groups to function effectively, the result being decisions that much more fully reflect the values and concerns of a wider cross section of society, formulated in an optimum amount of time and effort.

This program will endeavor to assist personnel of government departments and organizations develop some of the skills mentioned above.

Date: May, 1973

Negotiations Skills

This course will deal with the process of bringing divergent points of view together in community or organization decision making. The focus would be on strategy formulation, third party interventions, and an analysis of one's own bargaining behavior.

Resource staff, date, location, and fee to be announced

Agricultural Policy Issues Conference

This conference is designed to provide a forum of informed discussion of important policy issues affecting agriculture in Western Canada. Participants will use a problem solving approach to study the process through which agricultural policy is determined and particularly how it may be influenced. Instructors will include senior officials from government agencies and agricultural organizations and the universities.

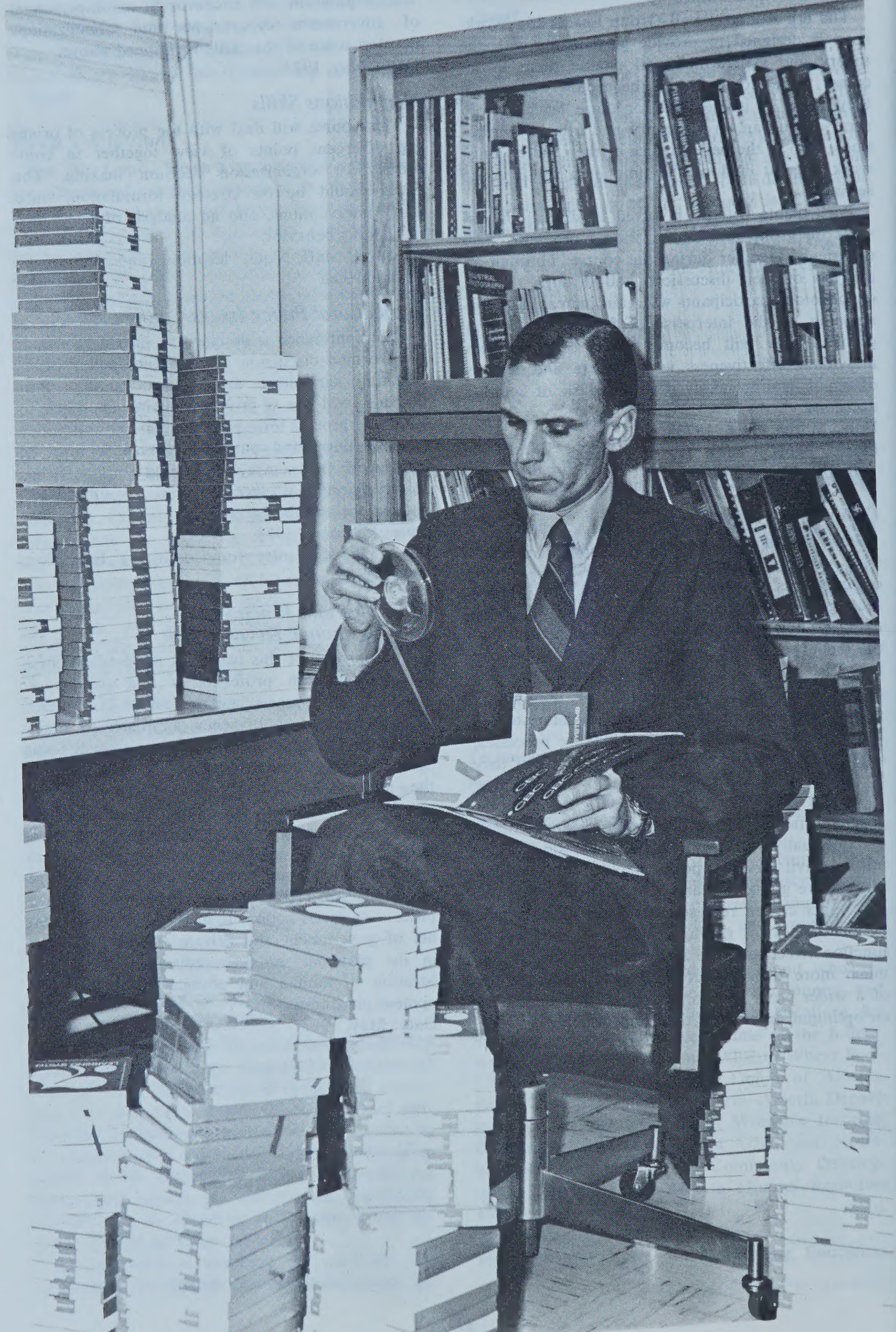
Date: February, 1973

Place: Banff Centre for Continuing Education, Banff

Principles and Practice of Socio-economic Development

The purpose of this two-week residential course is to train both professionals and paraprofessionals in the process and techniques of a multidisciplinary and multiagency approach to social and economic development. The course will focus on developing the participant's understanding of the interrelationships between the human and physical aspects of the resource development process, enhancing the appreciation of the participants for a multidisciplinary approach to problem solving, and developing their knowledge and skills for facilitating development through a process of social action. It is aimed at all personnel of government and private agencies involved in the planning, research, education or administration of human and physical resource development programs.

Date: May, 1973



'72-73

Educational Media

EDUCATIONAL MEDIA METHODS

The Educational Media Division will continue to offer a variety of short courses and workshops. The programs will concentrate on either the preparation or utilization of nonprint media for educational purposes. The following courses are proposed for either the fall or winter Extension program. Information on these courses—dates, times, and fees—can be obtained by contacting the Division at 432-5047.

Audiotape Workshop

This course is designed to provide both background information on the principles of magnetic recording and techniques for preparing tapes. Participants will have an opportunity to use reel-to-reel and cassette recorders in making recordings with microphones and other audio sources. Several methods of editing tapes with slide-sets and of synchronizing will be demonstrated.

Simple Video Systems Workshop

In this workshop the concentration will be on the use of simple television systems: portable vidicon cameras, one-inch and half-inch videotape recorders, and related equipment and accessories. The workshop is designed to provide participants with an opportunity to set up the components of a system, operate the equipment, and record a short program for playback evaluation. Several kinds of equipment will be used to determine the capabilities of a simple system for use in educational and training programs.

Slide-Set/Filmstrip Production

This six-session course stresses production preplanning, photographing the slides, adding taped soundtracks, and using tape/projector synchronization. Participants will be grouped, according to interests, to function as a production team. Preparing a filmstrip will be demonstrated using the Olympus Pen FT system.

The Use of AV Materials in Community Information Programs

This course will deal with the applications of audiovisual materials to information programs conducted by public or private organizations. The schedule of activities includes a one-day program to survey the range of methods and materials that might be used to convey information, and six evening workshop sessions. Participants will be organized into teams to produce a videotape, a tape/slide set, or a Super 8mm film.

Liberal Studies

HUMANITIES AND SCIENCES

Getting Ready to Study—for Adults

An orientation course to help adults intending to take up or resume studies for whatever reason, this course will investigate how adults learn, effective study methods, effective listening, and the use of printed and audiovisual sources of information.

Date: Five Thursdays commencing September 14, 1972, 7:30-9:30 p.m.

Government and Politics of China

The history, ideology, government, and party of the People's Republic of China will be studied beginning with a consideration of the historical roots of the present regime. The course will continue through the early revolutionary period to a consideration of specific aspects of the current period, that is, foreign policy, army-party relations, and administration. Particular attention will be given to the Great Proletarian Cultural Revolution and its aftermath. The course is designed to give the student a feeling for and understanding of the most current events inside China and for her relations with Canada and other world powers.

Date: Twelve Thursdays commencing September 28, 1972, 7:30-9:30 p.m.

Film Series—Alcohol and Drugs

An opportunity for interested citizens to explore one of today's major social issues, these sessions will feature an up-to-date film on some aspect of the problem followed by a discussion with an expert in the field.

This series will be held at noon hour in a convenient downtown location; participants are encouraged to bring their lunches.

Date: October, 1972

Theory and Practice of Physical Fitness in Men

This course is designed for the average business or professional man who is interested not only in taking part in supervised physical exercise, but also in understanding the requirements for his own physical well-being. The aim of the course will be to introduce men to various ways of keeping fit.

The minimum age level is 30. All participants must provide their own dress, consisting of T-shirts, shorts, and running shoes.

Date: Forty sessions, Mondays and Wednesdays, commencing October 2, 1972, 7:30-9 p.m.

Speed Reading

This course is designed to increase overall reading efficiency. Emphasis will be placed on improving rapid reading skills, and on improving ability to remember what has been read. The course will be open to those who normally read materials of a 7th grade level or higher.

Date: Eight Mondays commencing October 2, 1972, 6-8 p.m.

Eight Wednesdays commencing October 11, 1972, 6-8 p.m.

Eight Wednesdays commencing October 11, 1972, 8-10 p.m.

Flora of Alberta

A generalized outline of the fossil and present flora of the Alberta Region, this course will include discussions on fossil plants, interpretation of fossils, paleoecology, effects of environment on the flora, evolution, and identification.

Date: Ten Tuesdays commencing October 3, 1973, 7:30-9:30 p.m.

On Being a Writer—A Seminar

This ten-week seminar will concentrate on the skills of the writer and how to develop into a writer. Students will be expected to complete assignments for evaluation and discussion. The focus of the assignments this year will be on the past of the peoples of Alberta.

Date: Ten Tuesdays commencing October 3, 1972, 7:30-9:30 p.m.

What to Listen for in Music

Appreciative listening implies both enjoyment and understanding. Without enjoyment, understanding is mere pedantry; without understanding, enjoyment must remain a vague thrill. Recorded masterworks will be examined to discover how composers express themselves in music. When technical matters must be introduced, they will be thoroughly explained and demonstrated.

Date: Ten Tuesdays commencing October 3, 1972, 8-9:45 p.m.

Law for Albertans

This course in basic law will cover such topics as buying a house, money management and credit buying, wills, taxation laws, the unhappy marriage and the remedies, the dower low, and insurance.

Date: Ten Tuesdays commencing October 3, 1972, 7:30-9 p.m.

Etruscan Art and Culture

This course aims at an up-to-date overall view of the Etruscans based on recent research and archaeology. The bulk of the lectures are on Etruscan art, but language and history are also considered.

Topics to be covered in this course include Origins: Less a solution than a statement of present thinking; You Can Read Etruscan (up to a point); The Land and the Cities, a brief topographical survey; Villanovan and Early Etruscan Art; Archaic and Classical Art and Architecture; Etruscan Art in the Hellenistic Age; and The Etruscan Legacy to Rome.

Date: Ten Tuesdays commencing October 3, 1972, 8-9:30 p.m.

Communication and Creativity Through Movement

In this course students will explore movement as a means of communication and expression. They will study and experience movement in terms of dynamics, space, and time. Both the theory and the practice will aim at understanding and self-awareness. The course will be of interest to men as well as to women.

Date: Ten Tuesdays commencing October 3, 1972, 7:30-9:30 p.m.

Interior Design

Topics to be included in this course on home planning and furnishing include architectural styles, judging houses and house plans, planning work and storage areas, traditional and modern furniture styles, individuality in furnishings, choosing color schemes, floor coverings, drapery fabrics, pictures and wall decoration, table settings, and flower arrangements.

Date: Twenty Wednesdays commencing October 11, 1972, 7:30-9:30 p.m.
Twenty Mondays commencing October 16, 1972, 7:30-9:30 p.m.

Hinduism and Buddhism

A historical perspective will be presented of the basic ideals of Hinduism and Buddhism giving the student a synthesis of these religions.

Date: Ten Tuesdays commencing October 10, 1972, 7:30-9:30 p.m.

The Way to Good Speech

Through practical means this course will show the way to improve the speech pattern. It will include correction of vocal and speech faults, practical advice, and instruction in improving everyday communication as well as training in public speaking and microphone techniques for radio and television. The aims of the course are to develop good speech habits and to make utterance not only easy to hear, but also worth hearing.

Date: Ten Tuesdays commencing October 10, 1972, 8-10 p.m.

Creative Stitchery and Textile Design I

The art of needlework will be studied through slide lectures and demonstrations of methods used today showing possibilities in design and color, form and materials. Participants will explore techniques of drawing threads, knotting, twining and couching fabrics; needlepoint and its variations; and crewel embroidery.

There will be studio time to design textiles for specific purposes.

Date: Six Thursdays and one Saturday morning commencing October 12, 1972, 7:30-9:30 p.m.

Prospecting I

A course designed to provide practical training and information for prospectors and those who have an interest in mineral exploration and development, Prospecting I is a basic lecture-laboratory course in geology and rock and mineral identification. It includes topics such as igneous rocks, sedimentary rocks, metamorphic rocks, ore minerals, economic deposits, and descriptions of prospecting areas in Western Canada.

Date: Ten sessions, Mondays and Thursdays, commencing November 2, 1972, 7:30-9:30 p.m.

Greek Art

Eight lectures on Greek art covering the pre-Classical, Classical, and Hellenistic periods will be presented by Dr. E. C. May of the Department of Classics. There will be extensive use of slides. No text is required, although a bibliography of illustrated and useful books will be distributed at the initial lecture. Lectures I and II will cover architecture; Lectures III through V, sculpture; and Lectures VI through VIII will cover vase painting.

Date: Eight Wednesdays commencing January 10, 1972, 7:30-8:30 p.m.

Creative Stitchery and Textile Design II

Slide presentations, demonstrations, and actual examples of "Molas" from the San Blas Islands, Mirror embroidery from India and Indonesia, and Peruvian fabrics and embroidery, and other forms of stitchery will be explored. Participants will study techniques and will have studio time to design some projects. This course will be of interest to those who have completed Creative Stitchery and Textile Design I as well as to new class members.

Date: Six Thursdays and one Saturday morning commencing January 11, 1973, 7:30-9:30 p.m.

Prospecting II

This course deals with prospecting procedures. Topics to be covered in lecture-laboratory sessions are maps, aerial photographs, scientific aids to prospecting, sampling, assaying, development for mining, staking, and financial aspects of mineral exploration.

Date: Ten sessions, Tuesdays and Thursdays, commencing February 6, 1973, 7:30-9:30 p.m.

Alberta Rivers, Lakes and Streams and Their Ecology

Alberta rivers, lakes, and streams and their ecology will be examined in this course.

Date: Winter, 1973

Home Gardening

This is a course developed especially for the problems and needs of the home gardener. Topics to be covered include soils and soil improvement, land preparation, fertilizers, small fruits and tree fruits, ornamental trees and shrubs, principles of home landscaping, flower culture, house plants, and pest control.

Date: Winter, 1973

Home Landscaping

This is a studio course where the student is responsible for developing both the concept and working drawings for a landscaping project of his own choosing. Instruction is given in design methodology, the choice and use of plant materials, as well as the design and use of small structural elements.

Date: Winter, 1973

APPLIED BEHAVIORAL SCIENCES

Human Factors in Management and Supervision

This course is intended to provide a basis for understanding the psychology of human behavior in typical work situations, and for examination of the way in which the supervisor and his staff relate to each other.

The content of the course will be both theoretical and practical. The theoretical part will explain what happens between the supervisor and his staff and why it happens; the practical part will provide training methods and techniques—the how of sound management.

Date: Ten Wednesdays commencing October 4, 1972, 7-9 p.m.

Toward Self-Actualization

The chief concerns of the course are characteristics of a healthy personality; the extent to which normal people differ from healthy; the extent to which we learn techniques which both restrict and enhance growth; and the extent to which the individual can work toward his own actualization and personality development.

Date: Six Mondays commencing October 2, 1972, 7:30-9:30 p.m.

Psychology Today

A presentation and discussion of the most relevant topics in the field of applied everyday psychology, this course will include such topics as interpersonal and human relations, emotional adjustment, group psychology, nonverbal communication, child development, business psychology, the drug problem, and others.

Date: Ten Mondays commencing October 2, 1972, 8-10 p.m.

Psychology of Human Relations

This course examines the causes and cures for difficulties in human relations. Techniques for improving relations and avoiding communication breakdowns will be presented and discussed. Particular emphasis will be given to the application of principles to the family, work, and social situations.

Date: Ten Thursdays commencing October 5, 1972, 8-10 p.m.

Introduction to Psychodrama

Psychodramatic techniques have been applied in a variety of fields including education, counselling, and business. The instructors are both members of the Moreno Academy and will provide an overview of the theory, uses, and limitations of various techniques as well as an opportunity for active participation.

Psychodrama can be described as a way of exploring "truth" through dramatic methods such as role reversal, mirroring, doubling, and is gaining prominence as an instrument for personal growth.

Participants will be invited to refine their own personal, professional, and social roles by way of psychodrama.

Date: Ten Mondays commencing October 2, 1972, 7:30-10:30 p.m.

Introduction to Gestalt—Encounter Group

The aim of this course is to produce wholeness by the promotion of maturity, responsibility, and the discovery of one's own untapped potential. Participants will have the opportunity to develop a greater awareness and understanding of self and the behavior of others. Through an exploration of styles of relating to others, behavioral alternatives, and problems of choice will be identified. The use of dream material and body awareness exercises will be employed.

Date: October 20, 21, 22, 26, 1972

People and Messages

This course is designed to help participants gain a greater understanding of people and the factors involved in communications between people. Major emphasis will be on providing participants with skills in interpersonal communication and dealing with misunderstandings that occur in relationships with others. A copy of the text, *People and Messages,* which was written by the instructor, will be provided to each student.

Date: Ten Thursdays commencing October 5, 1972, 7-9 p.m.

Psychology of Person Perception

Emphasis will be on the development of skills to enable class participants to more accurately perceive others. The instructors have been engaged in research in this area and the course content will be related to their findings.

Date: Ten Wednesdays commencing October 4, 1972, 7:30-9:30 p.m.

Psychology of Human Behavior and Development

An introductory course in understanding human behavior with application to family, self, and others, this course will cover such topics as ways in which we can influence the personality, emotional, intellectual, moral, and social development of our children; motivation; learning; and individual differences.

Date: Ten Tuesdays commencing October 3, 1972, 8-10 p.m.

Leadership and Communication

This course will be of special interest to those working with organizations, clubs, etc. It will provide participants with a set of concepts and skills to clarify and improve interpersonal and group functioning in everyday life situations. The focus will be on the processes of communication in human interaction and the development and functions of leadership.

Date: Six Tuesdays commencing October 3, 1972, 7:30-10:30 p.m.

Group Dynamics—Laboratory Method

This course is designed as an intensive group experience in which participants gain skills, insights, and sensitivities to individual, group, intergroup, and organizational behavior.

In the laboratory situation, individuals can share and analyze their common experience around such organizational dimensions as leadership, dealing with authority, decision making, communication, and group development. In addition, interpersonal relations can be explored through such questions as: How much influence did my behavior have on others? How accurately was I able to sense what others were thinking and feeling?

Date: Four Saturdays, October 14, 21, 28, and November 4, 1972, 1-6 p.m.

Communal Living

This is an introduction to past and present thinking about communal living. The Israeli Kibbütz system will be compared to the Hutterite commune and the current North American commune. Emphasis will be placed on the social psychological aspects of the commune, like child raising, interpersonal relationships, male and female roles, education, and parent-child relations. Commune visits may be arranged.

Date: Six Mondays commencing October 16, 1972, 8-10 p.m.

LANGUAGES

Oral French I

An intensive beginner's course for adults, this course requires no previous knowledge of French. However, students should be prepared to devote a relatively large amount of time and energy to the course and its preparation. Texts and audiovisual materials will be used. This course will also be offered in January, 1973.

Date: Twenty-five sessions, Tuesdays and Thursdays, commencing September 26, 1972, 6:30-8:30 p.m.

Oral French II

This is an intensive intermediate course for those who have completed Oral French I or Conversational French I or who have an equivalent knowledge in French. Text and audiovisual materiels will be used. This course will also be offered in January, 1973.

Date: Twenty-five sessions, Tuesdays and Thursdays, commencing September 26, 1972, 6:30-8:30 p.m.

Conversational French IA

This course is for those who have a working knowledge of French grammar roughly equivalent to senior high school level, but little or no oral fluency and/or have not studied French for a long time. The objective will be to develop an easy, fluent conversational style through classroom practice, using films, records, and printed lessons. The course will cover "Les Francais Chez Vous," lessons 1-20.

Date: Twenty Wednesdays commencing September 27, 1972, 7-9 p.m.

Conversational French IB

This is a course for those who have taken Conversational French IA, or those who feel that they may be at a level somewhere between IA and II. This course will cover "Les Francais Chez Vous," lessons 21-39.

Date: Twenty Wednesdays commencing September 27, 1972, 7-9 p.m.

Conversational French II

A continuation course at a slightly higher level than that covered in the second part of "Les Francais Chez Vous," this course assumes a working knowledge of French grammar roughly equivalent to senior high school level. The aim is to develop an easy, fluent conversational style through classroom practice. The course will cover the film series, "En France Avec Nicolas."

Date: Twenty Tuesdays commencing September 26, 1972, 7-9 p.m.

Conversational French III

An intermediate course for those who have completed the Conversational French I and II courses, or who have an equivalent background in French, this course will cover the film series, "En France Avec Jean et Helene."

Date: Twenty Tuesdays commencing September 26, 1972, 7-9 p.m.

Conversational French IV

This is an advanced course involving conversation and discussion for those who wish to improve their fluency in spoken French. The course will deal with a broad range of interesting and controversial topics.

Date: Twenty Tuesdays commencing September 26, 1972, 7:30-9:30 p.m.

Elementary German

An introductory course in German, using the oral approach to learning and practicing of patterns used in everyday life, this course will include basic grammar and simple reading. The language laboratory will be used for additional practice.

Date: Twenty Thursdays commencing September 28, 1972, 6-8 p.m.
Twenty Mondays commencing September 25, 1972, 7-9 p.m.

Intermediate German

This course is a review and continuation course for students who have attended a basic elementary German course or have an equivalent knowledge of the German language.

Date: Twenty Wednesdays commencing September 27, 1972, 7-9 p.m.

Elementary Russian

This is an introductory course designed to acquaint the student with the essentials of Russian grammar and everyday Russian conversation. Instruction will be based on the oral approach to language learning.

Date: Twenty Tuesdays commencing October 10, 1972, 7:30-9:30 p.m.

Conversational Spanish I

This is an introductory course designed to acquaint the student with everyday Spanish conversation. Classwork will include oral practice, basic instruction in grammar, and pronunciation drills. The language laboratory will be used for additional practice.

Date: Twenty Tuesdays commencing October 10, 1972, 8-10 p.m.

Conversational Spanish II

This course is a review and continuation for students who have attended the Conversational Spanish I course or have equivalent knowledge.

Date: Twenty Tuesdays commencing October 10, 1972, 8-9:30 p.m.

Oral Ukrainian

This is an introductory course designed to acquaint the student with everyday Ukrainian conversation. Classwork will include oral practice, basic instruction in grammar, and pronunciation drills. The language laboratory will be used for additional practice.

Date: Twenty Wednesdays commencing October 4, 1972, 7:30-9:30 p.m.

Public Administration

LOCAL GOVERNMENT STUDIES

Two certificate programs are offered under Local Government Studies: the Certificate in Local Government and the Certificate in Municipal Assessment.

The Advisory Committee listed below serves as the advisory committee for both certificate programs.

ADVISORY COMMITTEE

Duncan Campbell (Chairman), Director of Extension, The University of Alberta

Dr. D. A. Bancroft, Professor, Department of Extension, The University of Alberta

Dr. P. Atherton, Associate Professor, Division of Educational Administration, Faculty of Education, The University of Alberta

Dr. V. Salyzyn, Associate Professor, Department of Economics, The University of Alberta

A. Bredo, Chief Administrative Officer, Department of Education, Government of Alberta

Dr. W. R. Duke (alternate), Associate Director of Field Services, Department of Education, Government of Alberta

J. M. Fleming, Chief Municipal Inspector, Department of Municipal Affairs, Government of Alberta

A. R. Isbister, Director of Field Service, Alberta Assessors' Association

E. L. O'Neil, Power and Pipe Line Assessment Supervisor, Alberta Assessors' Association

J. B. Laidlaw, Assessment Commissioner, Department of Municipal Affairs, Government of Alberta

A. W. Morrison (ex officio), Deputy Minister, Department of Municipal Affairs, Government of Alberta

J. L. Tymko, Director, Economic Services, Alberta School Trustees' Association

G. Wendt, County of Strathcona, School Business Officials of Alberta

A. Ogden, Secretary-Treasurer, Town of Sundre, Urban Secretary-Treasurers' Association

D. L. Saunders, Secretary-Treasurer, Town of Ponoka, Urban Secretary-Treasurers' Association

R. C. Warnock (alternate), Secretary-Treasurer, Town of Castor, Urban Secretary-Treasurers' Association

L. G. Saunders, Municipal Secretary, County of Ponoka, President, Alberta Rural Municipal Administrators' Association

R. B. Robbins (alternate), Municipal Secretary, County of Lacombe, Alberta Rural Municipal Administrators' Association

Ralph Brown, President, Alberta Association of Municipal Districts

E. Newman, Executive Secretary, Alberta Urban Municipalities Association

CERTIFICATE IN LOCAL GOVERNMENT

The Certificate Program in Local Government requires the completion of four courses, one course per year.

The program includes Local Government Introduction, Local Government Business Affairs, and Local Government Organization as compulsory courses. To complete the qualifications for the Certificate, one optional course must be taken. The courses may be taken in any order since not all courses are offered each year. The year each will be offered is noted in the description. The fee for each course is $100.

Local Government Business Affairs

This course is designed to cover essential concepts of commercial law for the managers of municipal or school businesses. It includes law of contract, law of agency, sale of goods, property management, insurance management, public finance, and elementary accounting principles.
Term: 1972-73

Local Government Organization

A review of the organization of local governments in Alberta is provided in the first half of this course. The powers and duties and legal status of the councils and boards in local government are treated in the second half.
Term: 1973-74

Local Government Introduction

This course is constructed to permit all students in both the Local Government and Municipal Assessment series to be combined into one class. It covers a half term of history and background,

and a half term on finance.
Term: 1974-75

OPTIONAL COURSES

Local Government Accounting

Offered in certain years on an open class basis for all students and practitioners of local government accounting, this course deals extensively with fundamental concepts of municipal and school accounting procedures in Canada. It covers fund accounting, general revenue funds, capital and loan funds, other funds, financial statements, budgeting, cost accounting, interpretation and auditing. Many illustrations are provided and modern techniques are examined.
Term: 1972-73

Municipalities Planning

Giving basic principles and some outline of procedures of the planning functions for Alberta municipalities, this course covers such areas as planning law and authority, planning processes and the general plan, and land use theory and planning administration in Alberta.
Term: 1973-74

NOTE: For the fourth year, one of the listed options may be substituted by a course from the options list for the Certificate in Municipal Assessment upon permission of the instructor.

CERTIFICATE IN MUNICIPAL ASSESSMENT

The Certificate Program in Municipal Assessment is a four-year program requiring the completion of four courses. One of the four years may be taken from the Appraisal Institute of Canada. The fourth year permits an option which may be chosen from the list to follow. The courses may be taken in any order since not all are offered each year. The year each course will be offered is noted in the description. Requirements and offerings are set out below. The fee for each course is $100.

Assessment Appraisal

This is the theory course of the Appraisal Institute of Canada which has been modified for the particular needs of municipal assessors. Extensive treatment is given to the principles of valuation, the market approach, the cost approach, and the income approach, with reference to the use of these approaches in assessment procedure.
Term: 1972-73

Assessment Elements

The assessment function, principles, and an introduction to land economics comprises the first half of this course. In the second half the course concentrates on soil qualities and land inspections for assessments.
Term: 1973-74

Local Government Introduction

This course is constructed to permit all students in both the Local Government and Municipal Assessment series to be combined into one class. It covers a half term on history and background, and a half term on finance.
Term: 1974-75

OPTIONAL COURSES

Assessment Uniformity

An advanced study of the property tax base in Alberta municipalities and a method of relating assessments to another standard of valuation, this course considers computation of assessment sales ratios, mean ratios, medians, coefficients of variations, and computation of correlation and regression coefficients.
Term: 1972-73

Economics

This is a general introduction to the study of economics. Theory of markets, prices, competition, marginal and average costs, and other basic concepts are topics of study.

NOTE: For the fourth year, one of these options may be substituted by a course from the options list for the Certificate in Local Government upon permission of the instructor.

CERTIFICATE IN PUBLIC ADMINISTRATION

This program is arranged and organized by the Department of Extension in cooperation with the Department of Political Science and the Department of Economics.

It is designed to meet the need for the training of civil servants in administration to enable them to perform their increasingly diverse functions more effectively. It will provide an intensive review of the nature of the Canadian economy and its special problems, the structure of Canadian society, including the forces and trends which are transforming it, together with a study of the techniques of administration and the human relations base on which they rest.

ADVISORY COMMITTEE

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Dr. D. A. Bancroft, Professor, Department of Extension, The University of Alberta

H. L. Biehn, Assistant Regional Director, Public Service Commission, Government of Canada

R. Clark, Director, Training and Development Division, Personnel Department, Government of Alberta

G. Dacks, Assistant Professor, Department of Political Science, The University of Alberta

D. Hiron, Training and Testing Officer, Personnel Department, City of Edmonton

C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta

D. E. Massig, Departmental Personnel Officer, Department of Lands and Forests, Government of Alberta

J. K. Masson, Assistant Professor, Department of Political Science, The University of Alberta

V. Salyzyn, Associate Professor, Department of Economics, The University of Alberta

General Information

The program is open to persons who have assumed, or will shortly be assuming, positions of increased responsibility in their civil service careers and who wish to prepare themselves through prior study.

The program consists of the following subjects: Economics, Canadian Government Structures, Government Organization and Administration, Organization Theory: Human Relations, Sociology, Public Finance, Quantitative Methods, Geography, and Administrative Law. The University of Alberta awards a Certificate in Public Administration to students who successfully complete six subjects. The University reserves the right to specify that certain subjects shall be required.

Fees and Registration

A student may enroll in two subjects in the same term. By undertaking two subjects in each term, the student may complete the program in three years. Many students elect to take only one subject per year. Instruction is given in two-hour lectures for 25 weeks for a total of 50 classroom hours per course on The University of Alberta campus. The fee for each course is $100.

The University of Alberta reserves the right to restrict registration in any class or cancel any class for which there is insufficient registration.

Completed applications for admission to the program must be forwarded to the Advisory Committee, Public Administration Division, Department of Extension, The University of Alberta, Edmonton, by September 30, 1972.

SUBJECTS

Organization Theory: Human Relations

The dilemma of goal conflicts and incongruencies of the organizational/personal conditions, bureaucracy, and the means of gaining objectives for both people and institutions through coordination and cooperation are topics of study.
Term: 1972-73

Geography

The regional geography of Canada will be studied as will the problems set by the physical environment to the process of settlement and other influences on settlement. Different solutions adopted in different regions will be discovered as will a geographic perspective on contemporary Canadian problems.
Term: 1972-73

Administrative Law

This course will provide an examination of the delegation of legislative, judicial, and administrative power to individuals and tribunals and a consideration of the legislative and judicial controls exerted on the exercise of power by administrators. Consideration will be given in depth to methods of bringing decisions before the courts and grounds for upsetting such decisions, in addition to such topics as the rules of natural justice, abuse of discretion, the Administrative Procedures Act and the role of the Ombudsman.
Term: 1972-73

Economics

This course is a brief description of the Canadian economy. Elementary theory of prices, markets, competition, and other basic concepts, with some attention to the impact of governments, will be discussed.
Term: 1973-74

Government Organization and Administration

This course deals with the public administration of government at federal, provincial, and local levels. Instruments of administration departments, civil servants, corporations, budgets, delegation, and control will be discussed.
Term: 1973-74

Sociology

The origin of sociological principles to human relationship in the occupational and social environments will be under study in this course.
Term: 1973-74

Canadian Government Structures

A study of institutional and political structures and processes in the Canadian confederation, this course considers the political science of federalism in contemporary Canada.
Term: 1974-75

Public Finance

The taxation and expenditure operations of government in modern Canada as a function of deliberate public policy will be discussed as will the scope of activity, public purposes and policies, and tax reforms.
Term: 1974-75

Quantitative Methods

The application of statistical methods to the solution of problems with emphasis on prediction techniques, sampling, time series, and index numbers; other quantitative techniques in planning and programming; and application to computer methods are the subjects of this course.
Term: 1974-75

SHORT COURSES

Short Course in School Administration

Separate sessions for school trustees and school board secretaries are programmed for this conference. The 1973 annual presentation is scheduled for Monday, Tuesday, and Wednesday, June 4 to 6, 1973, at the Banff Centre for Continuing Education. Joint sessions of trustees and secretaries are held for special informational presentations by the Department of Education and for special speakers.

Refresher Course in Municipal Administration

An annual conference course, the Refresher Course in Municipal Administration will be held at the Banff Centre for Continuing Education on Thursday, Friday, and Saturday, June 7 to 9, 1973. Topics of current interest to municipal administrators will be studied. Both elected and appointed municipal officials from rural and urban units are invited. A record of proceedings is published.

Annual Report

EXTENSION ACTIVITIES OF THE UNIVERSITY OF ALBERTA FOR THE YEAR ENDING MARCH 31, 1972

Dr. Max Wyman,
President,
The University of Alberta.

Dear Mr. President:

I have pleasure in presenting the 59th Annual Report of the Extension activities of The University of Alberta for the year ending March 31, 1972.

For sixty years, the University has maintained that education is indeed a lifelong process and has enabled many thousands of Albertans to continue their education through courses, seminars, conferences, arranged through the Department of Extension. As is detailed below, 13,053 students participated in 402 projects of the Department held at 20 centres throughout the Province.

The principal responsibility of the Department of Extension since its inception in 1912 has been to act as a catalyst in informal education between the University and the provincial community. In order to carry out this responsibility, the Department identifies adult needs in education, develops with the students an appropriate curriculum, and provides the administrative framework and, as necessary, recruits the necessary instruction to carry on adult learning activities. It is, therefore, considerably more than a mere administrative bureau; indeed, its roots lie in the educative process as a whole.

The Department is organized in five divisions which assume program responsibilities in the business, technical, and professional areas; the humanities and liberal studies; the fine arts; public administration and local government; and community resources development. The work of these divisions is reinforced by two service divisions, the Educational Media Division and the Extension Library, each of which has served the Province for over half a century. The work of each is set out in brief in this report.

LIBERAL STUDIES

The Liberal Studies Division is responsible for programs of personal enrichment through the study of languages, literature, and the applied behavioral sciences.

During the year, a total of 269 students was enrolled in French, Icelandic, German, Russian, Ukrainian, Cree, Italian, and Spanish language programs. In order to bring promising high school students to the campus and to further their interest and knowledge in a particular subject and to introduce them to University teaching methods and staff, the Department of Extension, in co-operation with other University departments, continued its High School Enrichment program initiated in 1960. This year, 580 students and 90 staff members in the Departments of Chemistry, Comparative Literature, Computing Science, Economics, Educational Foundations, Engineering, Food Science, Household Economics, History, Law, Medical Laboratory Science, Bacteriology, Medicine, Pharmacology, Philosophy, Physics, Physiology, Romance Languages, and Sociology contributed their enthusiasm and professional insights to the program.

With the assistance of the University's Conference Fund, a Western Regional Symposium on Instructional Simulations, arranged in co-operation with several faculties and departments—Dentistry, Educational Psychology, Household Economics, Political Science, and Agricultural Economics—and with the joint sponsorship of the Universities of Calgary, Lethbridge, Saskatchewan, and Brandon, was held in May. Among those presenting papers in both theoretical and practical aspects of the subject was Dr. Jerry L. Fletcher of the Portland Public School System. These papers were subsequently published.

In addition to its conventional course offerings, the Division has invested a considerable amount of time in consultations with individuals and groups seeking assistance in adult learning and self-generated professional education through in-house staff training and workshops. The community action groups, public and private organizations, school staff groups, and the like so served are listed in Table V.

A notable development in the area of human relations during the year was the increased involvement of educators in training at a professional level in interpersonal communications and human relations. The major project in this area was a two-day workshop held in Peace River in conjunction with the North Peace Alberta Teachers' Association involving over 600 teachers. Three programs were conducted for principals and teachers at the request of the Edmonton Public School System for their administrative officers and a two-day workshop was convened for personnel concerned with the social studies curriculum across the Province at the request of the Alberta Teachers' Association.

Of special note among other programs conducted during the year was a Senior Nurses' Workshop conducted in co-operation with the Alberta Department of Health and Social Development in which Dr. Ruth B. Freeman of Johns Hopkins University examined the changing patterns in public health nursing administration and supervision in company with 48 senior public health nurses.

Among the new courses offered during the year was Moral Issues and Medicine in which members of the University staff and others examined the latest technological developments in medicine in terms of the moral issues raised. Among the topics discussed were the biological code, human genetics, test tube babies, transplants in men, and the general field of psychiatry. A Schiff Workshop on passivity, schizophrenia, and child development was conducted for 24 students by Jacqui Lee Schiff of Alamo, California. Mental Retardation, a multidisciplinary course covering biomedical, educational, and psychological aspects of mental retardation of particular interest to teachers of mentally retarded children was co-ordinated by Dr. J. P. Das, Professor and Director, Centre for the Study of Mental Retardation, The University of Alberta, and involved 49 students.

During the year under review the Department initiated an Adult Counselling Service under the direction of Dr. Craig L. Parker, appointed from the University of Wisconsin. The purpose of the program is to offer counselling assistance, at a professional level, to students intending, through programs of continuing education, to upgrade their general education and qualifications. During the year 87 persons were recipients of this new service.

BUSINESS AND PROFESSIONAL EDUCATION

The Business and Professional Division offers programs of continuing education to adults who wish to refresh and update their skills in order that they may perform more effectively as professionals. The main thrust of the Division's work lies in the area of management education and programs of a specialized nature for particular professional groups. Division staff members consult with the business and professional community to ascertain needs in continuing education and, in consultation with other faculty members, develop programs to meet those needs.

For several years, Certificate Programs in Management Development, Personnel Administration, Management Science, and Comptuer Programming have received the major emphasis. (In addition, the Department undertakes the preparation of similar major programs of instruction to serve such organizations as the Institute of Canadian Bankers, the Certified General Accountants Association of Canada, the Canadian Institute of Management, The Society of Registered Industrial Accountants, and the Edmonton City Police.) Total enrollment in these sustained programs, in which students are registered over a period of years, is 2,588.

A major new program developed by the Division during the year was the Arctic Summer School involving 45 student participants. The only such project in Canada concerned with on-site exploration of environmental change in Northern Canada, the Arctic Summer School has as its object the provision of information to persons in management from private industry and government. The staff for the Arctic Summer School was drawn from the Universities of Alberta, Calgary, and Toronto; the Department of Indian Affairs and Northern Development; the Geological Survey of Canada; and Imperial Oil Limited. The facilities used by the School in Inuvik were made available by the Government of the Northwest Territories.

Over 600 engineers enrolled in continuing education courses presented by the Department during the year. In addition to the conventional offerings, an Architects and Engineers Practice Management Seminar, attended by 75 practitioners, was offered at Banff. The principal consultant was Herbert Wheeler, Architect and Professor of Architectural Engineering, the Pennsylvania State University. This project reflects the growing interest in many professional groups concerning the improvement of practice management—the efficient use of professional time. In consequence of the concern of engineers for environmental considerations in their professional practice, two new courses, Air Pollution from Combustion Sources and Noise in the Environment, were offered in Edmonton to groups of 11 and 20 student participants respectively and instructed by Assistant Professor J. D. Dale of the University Department of Mechanical Engineering, and Assistant Professors A. Craggs and G. Faulkner of the University Department of Mechanical Engineering respectively.

Seven internationally known engineers provided the instructional staff for the Analysis and Design of Rock Slopes, a five-day seminar held in August in Edmonton: Dr. D. Coates, Head of the Mining Research Centre, Department of Energy, Mines, and Resources and Vice-President for North America of the International Society of Rock Mechanics; Dr. J. Knill, Reader in Engineering Geology at the Imperial College of Science and Technology, London; Dr. A. J. Hendron, Professor of Civil Engineering at the University of Illinois; C. Brawner, Golder Brawner and Associates, Vancouver; Dr. N. R. Morgenstern, Professor of Civil Engineering, The University of Alberta; Dr. J. Jennings, Professor and Head of Civil Engineering at the University of the Witwatersrand, Johannesburg; and Dr. R. Benson, Staff Consultant in Rock Mechanics to the Acres Group, Niagara Falls. The course was sponsored jointly by the Departments of Civil Engineering and Extension.

The program of Continuing Legal Education, initiated by the Department of Extension seven years ago, annually involves a growing number of lawyers in the Province. Among the particular projects comprising the program during the year under review were seminars held in Edmonton, Banff, and Red Deer on the following topics: Current Financing and Leasing Trends in Real Estate, Law Office Management, Seminar on the New Tax Law, Fifth Annual Law Refresher on Tax Planning, and Evening Lecture Series on Recent Developments [in law]. Four programs were offered in Calgary under the sponsorship of the Division of Continuing Education, The University of Calgary. Instructional staff is drawn from the Faculty of Law and from among the ranks of eminent practitioners across Canada. In order to serve lawyers practising at the more remote centres, the Department has undertaken to reproduce the material on cassette tapes. These tapes, accompanied by the materials used during the seminar, are made available to lawyers. Six topics have now been recorded; the total number of cassette sets sold during the year numbered 140.

PUBLIC ADMINISTRATION TRAINING

The work of the Public Administration Division lies in the training of government officers at the federal, provincial, and local levels in the processes of public administration, local government, and assessment. In addition the Division has accepted a responsibility for training in the field of real estate.

The Certificate Program in Local Government requires the completion of four courses of which typically the student takes one per year. During the year, a total of 100 students was enrolled in the two courses offered: Local Government Organization and Municipal Planning. In the Certificate Program in Municipal Assessment, a total of 113 students was enrolled in the two courses offered: Local Government Organization and Economics. Since these programs were instituted fourteen years ago, the certificates have generally come to be held as minimum requirements for positions in local government in this Province.

Three courses were offered in the Certificate Program in Public Administration—Public Finance, Canadian Government Structures, and Quantitative Methods—in which a total of 51 students was registered. It might be noted that, in the past year, this program in public administration and those in management have been more closely integrated, the result of which is to provide the student with a broader interdisciplinary base on which to plan his studies.

The 27th School Administration Short Course and the 33rd Annual Refresher course in Municipal Administration are the two longest-established in the Department. Directed towards school trustees, school board secretaries, and municipal officers, they are designed to focus attention on salient, current issues. Each of these two also provides a welcome opportunity for liaison between representatives of municipal and provincial government. Among the contributors to these sessions during the year were: The Honourable David J. Russell, Minister of Municipal Affairs, Government of Alberta; Dr. E. M. McFarland, Director, Recreation Branch, Department of Culture, Youth, and Recreation, Government of Alberta; A. M. Brownlee, Q.C.; Dr. J. S. T. Hrabi, Associate Deputy Minister, Alberta Department of Education.

In 1959 the Department undertook the responsibility for the upgrading of personnel in the real estate industry through a Real Estate Certificate program. This program, directed towards real estate practitioners, institutional investors, property developers, construction personnel, and professional persons, has been substantially revised during the year. A total of 323 students was enrolled both in the new course and that which is being phased out. With assistance from the Real Estate Research Fund, established in 1967 with monies provided by the Alberta Real Estate Association, the Department of Extension was enabled in its administration of the fund to assist in the completion of research on the following projects: Consumer Spatial Behavior in Edmonton Retail Trade Areas, Derek J. McCune; Geographic Inequalities in Property Tax Levels, John Martin; Effects of Deferred Depreciation on Housing, Vladimir Salysyn. Among research projects currently funded and under way are the following: Quality and Ranking of Shopping Centres in Edmonton, Stanley Waterman; Consumer Perception of Retail Facilities in Edmonton, M. B. Cook and D. B. Johnson; and Residential Areas in Transition, Larry McCann.

COMMUNITY RESOURCES DEVELOPMENT

This area of the Department's work has, as its goal, assistance to citizens in the development of community leadership skills which will enable them to involve themselves effectively in the social, economic, and political decisions which they make and to share with them information relevant to issues which concern them. A week-long course, Leadership Skills for Community Health Workers, directed towards Native community workers, public health nurses, and public health educators whose responsibilities lie in Northern Indian communities, was funded jointly by the Canada Department of Indian Affairs and Northern Development and National Health and Welfare. The program Conflict and Social Change, of a week's duration, was offered for the third consecutive year. The purpose of this program is to assist participants in gaining awareness of themselves in situations of conflict in order that they might constructively use the situation for positive social change. Fifteen registrants attended the course in which the consultant was Dr. Donald C. King, Professor of Administrative Science and Psychology of Purdue University.

For the past twenty years the Leadership Techniques Short Course has been presented at Banff in co-operation with farm organizations including, latterly, the Alberta Wheat Pool, United Grain Growers, United Farmers of Alberta Co-operative, UNIFARM, and the Federated Co-operatives Ltd. together with the Human Resources Development Authority, Government of Alberta, and the Department of Indian Affairs and Northern Development, Government of Canada. Thirty-five leaders of farm organizations, rural communities, Metis colonies, and Indian reserves were among the participants of this program, the aim of which is to develop leadership skills and an understanding of group and community dynamics. Somewhat similar is the annual Small Group Leadership workshop presented during March, a residential program which emphasizes experiential learning and focuses on the dynamics of individual behavior and the interaction processes of groups. Sixty-one participants from Alberta, Saskatchewan, and Manitoba attended.

This report should acknowledge the considerable skill and dedication of Lieutenant Colonel Eric Cormack, former member of this staff, who has continued his work with the Department in assisting Indians and Metis. This assistance is provided only upon the request of the Native people who are invariably members of the planning committees attached to programs and who themselves serve as resource assistants for all workshops and courses held. The focus of this effort is the social and economic adjustment of Natives who move into urban areas, the provision of training in leadership for Natives living on reserves and colonies, and rehabilitation work with Natives in correctional institutions.

The Departmental program in agriculture and rural development is concerned with the outreach of those resources of the University which are particularly relevant to the agricultural industry and the rural community in Alberta.

Technological, economic, and political forces are creating tremendous pressures for change within agriculture. These changes range from rather specific shifts in resource combinations at the farm level to some major institutional and structural changes at the industry level.

In addition to the Department's general objective of stimulating the curiosity of people for learning and increasing their appreciation for the idea of lifelong learning, programming in agriculture and rural development attempts to create an awareness of the basic issues confronting agriculture and rural communities and to develop the knowledge, skills, and attitudes of people which will facilitate their positive involvement in the adjustment processes.

The following criteria are used in establishing program priorities:

—programs for which only the University has the specialized resources,

—programs of an experimental nature which are potentially transferable to other agencies,

—programs developed collaboratively with other agencies in order to present a broader resource base,

—programs developed to meet the needs of the community rather than the needs of the institution.

Within this framework the effort of the Department is to complement and supplement the programs of other agencies by providing specialized expertise of the University. Programs are designed to meet the continuing educational needs of agrologists, agricultural educators, and extension personnel, agribusiness representatives, production innovators, and policy makers in agriculture, as well as people concerned with the broader aspects of rural development.

Among the specific programs offered during the year were a series of regional workshops and a provincial conference on Agricultural Policy Development. The programs were arranged in cooperation with the Rural Education and Development Association. The purpose of the series was to provide an opportunity for participants to learn about the process through which policy is determined and how they might more constructively influence policy decisions.

A new and very successful effort for the Department was the Cattlemen's Short Course and Tour which took some 45 commercial cattlemen, feedlot operators, and other beef industry people to Ontario during November. Visiting Guelph, Toronto, and Ottawa, the participants developed their understanding of the beef production enterprise in Ontario, the beef market and meat trade in Central Canada, and the process involved in agricultural policy making.

During the year the following extension publications were prepared by the Faculty of Agriculture and Forestry and distributed through the Department of Extension:

Gray Wooded Soils and Their Management

Soil Survey of the Chip Lake Area

'72-73

Land Classification and Soils in the Rocky Mountains of Alberta Along the North Saskatchewan River Valley
Feedlot Pollution—A Literature Review
Etude du Commerce de Gros du Boeuf à Montreal

FINE ARTS

The basis of the Department's work in fine arts was established forty years ago with grant assistance from the Carnegie Foundation. Enrollment in courses in painting, drawing, composition, printmaking, ceramics, and photography has continued to increase as students seek enrichment of their lives through the arts.

Seven hundred and eighty-five students were enrolled in classes in 63 courses in Edmonton alone. Organized at three levels, Fundamental, Intermediate, and Advanced, they are directed not towards the hobbyist, but to the serious student to develop his discrimination in visual perception based on the development and refinement of his skill. In rural Alberta, classes were held in Athabasca, Banff, Red Deer, and Wetaskiwin with instruction from the staff of the Department. Under the supervision of and with the assistance of the Department, programs were offered as well in Athabasca, Banff, Bon Accord, Camrose, Champion, Edson, Hinton, Hughenden-Czar, Lacombe, Medicine Hat, Nanton, Ponoka, Ralston, Red Deer, Rimbey, St. Paul, Strathmore, Three Hills, Trochu, Vegreville, Vulcan, Westlock, Wetaskiwin, Sylvan Lake, and Rocky Mountain House.

Through a number of imaginatively designed programs and projects students are encouraged to develop their awareness, in a disciplined fashion, of visual phenomena. The several courses offered in the area of photography, it might be mentioned, are based, not upon commercial applications of the subject, but as a means, a tool, of visual representation. Two new courses were offered during the year: Primitive Art and Painting, under the instruction of Trisha Gessler, examined primitive aspects of European, Oriental, African, American, and Eskimo art. A second project, Painting, was an investigation of the influence of the individual environment on his attitudes and emotions and was instructed by Miss Elizabeth Adams.

Three public lectures by Mrs. Trisha Gessler and Hubert Hohn were offered to aggregate audiences of 195 persons.

EXTENSION LIBRARY

Since it was instituted in 1913, the Extension Library has been the only Province-wide public library service available to Albertans. Through an open-shelf collection, travelling library boxes, and an information service, individuals, families, community groups, and rural libraries may take advantage of a collection that now stands at 76,818 volumes. The overall annual circulation of the Extension Library is 138,888 servicing between 8,000 to 10,000 readers.

Using the Extension Library as the basic resource, the Public Libraries Division of the Provincial Government has initiated a new undertaking in interlibrary loan service, the Alberta Interlibrary Loan Service. The twenty Alberta libraries in the smaller cities and larger towns who are participating in the service make first call to the Extension Library Information Service to fill requests for material from within The University of Alberta System. The majority of requests are completed on this first call with incompleted requests being passed on to the Provincial Supervisor of Public Libraries Office. These are relayed next to other large Alberta libraries and finally to the National Library, Ottawa. This service assists rural libraries in handling advanced information requests beyond the scope of their collections. It is a small beginning of what may become a highly organized information network available to all Albertans.

A check kept during the year indicates a growing demand from a total of 36 rural libraries who submitted a total of 958 interlibrary loan requests, confirming the prediction that interlibrary loan services grow in direct proportion to the satisfaction received by the user. For example, during the year Grande Prairie Public Library placed 145 interlibrary loan requests, 69 of which required reference and readers advisory service; in the previous year Grande Prairie placed a total of nine requests.

Information service is available to all members, and this year 866 search reference questions were recorded, an increase of 220 over the previous year. Readers advisory service to adults, youth, children, and community groups continues as an important aspect of the daily work of the Library staff.

Jointly supervised by the Educational Media Division and the Extension Library, the Adult Student Centre houses a basic book collection in the fields of adult education and community development and maintains holdings pertinent to specific Extension courses.

Print materials acquired for the Adult Student Centre included 511 new catalogued books, as well as numerous uncatalogued paperback books and pamphlets. Journal subscriptions now number 92. Reading lists were compiled for many Extension courses and book displays and lists were prepared for seminars and conferences at the request of Extension staff members. Boxes of books were supplied for out-of-town courses and seminars.

Aside from books and other materials, the Centre houses the Educational Media Division's record collection of over 3,000 recordings, both disc and tape, of all kinds of music from classical to rock. Listening and viewing points for individual use of audiovisual materials are provided as are tapes and filmstrips.

EDUCATIONAL MEDIA

The Educational Media Division has a twofold objective: to maintain a media resource library which serves intramural and extramural University classes and the general public and to provide consultation in the utilization of media and training in the preparation and use of instructional materials.

Beginning in 1916 with a small set of slides and the "magic lantern," the Division's holdings now include some 3,800 16mm films, 2,500 filmstrips, and more than 3,000 recordings, both disc and tape. A total of 20,739 16mm film subjects were circulated during the year as compared with 17,163 last year.

Increases in service have also been noted in the duplicating of cassettes, use of the screening room, and the distribution of records and audiovisual equipment. Details of these increases may be found in Table IV.

Significant additions to materials have been the purchase of the entire CBC Learning Systems audiotape library, obtained through financing by the University, and a collection of science films from the National Aeronautics and Space Administration.

The CBC tapes are a significant source of Canadian material consisting of 752 tapes of programs dating from about 1960 to the present. The collection contains the complete series of Massey Lectures as well as a very large number of talks by famous Canadians and famous people around the world. Included also are some of the Canadian School Broadcasts. Topics include art, Canadian literature, politics, economics, and a very wide range of social and contemporary problems.

Six instructional workshops were held during the year on Slide-Set/Filmstrip Production, Simple Video Systems (two workshops), Super 8mm Film Production, Survey of Educational Media, and the Western Regional Symposium on Instructional Simulations. Total enrollment was 68.

STAFF

That a program of this extent and quality should have been carried out during the year is a tribute to the dedication and professional skill of the members of the staff of the Department of Extension. It is a pleasure to record their contribution.

During the year under review, Associate Professor Richard R. Faryon was granted leave to continue graduate work at the University of British Columbia and Associate Professor Hayden Roberts to undertake studies at the Sorbonne; Assistant Professor A. C. L. Zelmer was also granted leave to pursue doctoral studies. The Director of the Department, Duncan Campbell, used his sabbatical year in studies at the University of Wisconsin and the University of Toronto. This report notes with regret the resignation of Edward Savic from the Extension Library and the retirement of Alice Price, a highly valued member of the non-academic staff of the Library for many years.

This report acknowledges the co-operation and increasing interest of members of the University staff at large in the extramural functions of the Department and the professional help and financial assistance offered by many individuals and agencies. It might be noted that in the past five years, over one-half million dollars has been provided by way of support to programs of the Department from external agencies.

CONCLUSION

In contrast to the decade of the sixties, the 1970's have been marked by considerable public questioning of the purposes of the University institution. It is clear that society's expectation of the University is that it will, to a considerably greater degree in the future than in the past, extend its services through the medium of continuing education to many others than the student leaving high school. Indeed, in every branch of education there is insistence by the public that opportunities should be made available to share in the educational resources of the institution which, as taxpayers, they have provided. In this service to the people, the University has an opportunity to serve a wider audience—and to serve itself.

Respectfully submitted,
Duncan Campbell,
Director of Extension.

TABLE I

COURSES, CLASSES, AND CONFERENCES

APRIL 1, 1971, to MARCH 31, 1972

	Location	*Period*	*Hours*	*Attendance*	*Sponsor*
LIBERAL STUDIES					
MODERN LANGUAGES AND LITERATURE					
Conversational French IA	Edmonton	Sept. 22-Feb. 16	40	17	
Conversational French IB	Edmonton	Sept. 22-Feb. 16	40	14	
Conversational French II	Edmonton	Sept. 21-Feb. 15	40	18	
Conversational French IV	Edmonton	Sept. 22-Feb. 16	40	16	
Oral French I (Section 1)	Edmonton	Sept. 23-Dec. 21	50	22	
(Section 2)	Edmonton	Sept. 23-Jan. 4	50	12	
(Section 3)	Edmonton	Jan. 27-Apr. 20	50	15	
Oral French II	Edmonton	Sept. 23-Jan. 4	50	7	
Elementary Icelandic	Edmonton	Oct. 12-Mar. 7	40	13	
Elementary German I (Section 1)	Edmonton	Oct. 4-Mar. 13	40	9	
(Section 2)	Edmonton	Oct. 7-Mar. 9	40	14	
Intermediate German	Edmonton	Oct. 6-Mar. 1	40	10	
Elementary Russian	Edmonton	Oct. 6-Mar. 1	40	14	
Oral Ukrainian	Edmonton	Oct. 5-Feb. 29	40	17	
Oral Cree	Edmonton	Sept. 21-Dec. 16	50	19	
Conversational Spanish I (Section 1)	Edmonton	Oct. 5-Feb. 29	40	17	
(Section 2)	Edmonton	Oct. 5-Feb. 29	40	13	
Conversational Spanish II	Edmonton	Oct. 5-Feb. 29	30	11	
Italian for Beginners	Edmonton	Oct. 5-Feb. 29	40	11	
Creative Writing (Section 1)	Edmonton	Oct. 5-Dec. 7	20	18	
(Section 2)	Edmonton	Oct. 7-Dec. 16	20	16	
Creative Writing	Edmonton	Jan. 25-Mar. 28	20	18	
Aspects of the Classics	Edmonton	Oct. 20-Dec. 1	11	11	
PHILOSOPHY AND RELIGION					
Existentialism—The Search for a Meaningful Life	Edmonton	Oct. 5-Dec. 7	20	24	
Colloquium VIII—Canada	Edmonton	Oct. 20-Mar. 22	30	21	
Religious Studies—North American Indian and Eskimo Religions	Edmonton	Jan. 24-Feb. 28	12	8	
LAW					
Law for Everyman	Edmonton	Oct. 5-Dec. 7	15	28	
Law for Albertans	Edmonton	Jan. 11-Mar. 14	15	15	
PUBLIC AFFAIRS					
Housing—Lunch Hour Talks	Edmonton	Oct. 15-Nov. 19	6	30	
International Politics	Edmonton	Jan. 27-Apr. 20	24	14	
Practicum in Community Analysis II, Public Information Project	Edmonton	May 1-July 1	24	25	
Community Planning Charette—South Edmonton	Edmonton	Sept. 29-Oct. 2	30	350	Department of Public Works, City of Edmonton
Lecture Series on Problems on the Environment	Edmonton	Oct. 19-Dec. 9	20	16	Graduate Students' Association and Interdisciplinary Committee on Environmental Quality, The University of Alberta
Conference on Citizen Involvement in Urban and Regional Planning	Edmonton	Nov. 17-Nov. 18	15	8	Edmonton City Planning Board, Edmonton Regional Planning Commission
Poverty and Social Welfare—The Munro White Paper and Alternative Policies	Edmonton	Oct. 26-Nov. 30	18	11	
Briefing Seminar on Local Initiative Employment Programs	Edmonton	Dec. 16	9	150	Edmonton Social Planning Council
Citizen Research Practicum on Rapid Transit	Edmonton	Jan. 5-Mar. 31	100	7	
Citizen Research Practicum on Courts and Corrections	Edmonton	Jan. 3	60	12	
Decision Making in Public Policy	Edmonton	Dec. 9	5	60	Economic Council of Canada
Briefing Seminar on Opportunities for Youth Projects	Edmonton	Feb. 26	6	125	
SOCIAL SCIENCE					
Status of Women Follow-up Seminar	Calgary	Oct. 1-Oct. 3	18	30	

	Location	Period	Hours	Attendance	Sponsor
A Second Look (YWCA Section 1)	Edmonton	Apr. 1-June 10	18	30	YWCA
(Section 2)	Edmonton	Mar. 25-June 4	18	30	
(Section 3)	Edmonton	Jan. 26-Mar. 29	22	23	
A Second Look (Women's Group, Section 1)	Edmonton	Oct. 6-Dec. 15	22	30	
(Section 2)	Edmonton	Jan. 26-Mar. 29	22	33	
A Second Look (Men's Group)	Edmonton	Oct. 4-Dec. 20	22	30	
It's Never Too Late	Edmonton	Oct. 20-Nov. 17	10	8	
Concepts of Time	Edmonton	June 8-June 11	9	266	
Involved Woman's Game	Edmonton	Oct. 20-Nov. 17	10	7	
Focus 71-72	Edmonton	Nov. 19, Mar. 11	6	54	
Accent on Preschoolers	Edson	Nov. 5-Jan. 28	20	10	Alberta Human Resources Development Authority
Simulation Practicum	Edmonton	Feb. 3-Mar. 18	18	10	
Simulation Techniques Workshop	Edmonton	Jan. 27-Jan. 28	16	20	
HOUSEHOLD ECONOMICS					
Home Economics Today, 1971, Behavioral Science Aspects of Dress and Adornment	Edmonton	Oct. 12-Dec. 7	14	23	Edmonton Home Economics Association, School of Household Economics, The University of Alberta
Interior Design	Edmonton	Jan. 6-Apr. 13	30	128	
Creative Stitchery and Textile Design					
(Section 1)	Edmonton	Oct. 5-Nov. 23	12	16	
(Section 2)	Edmonton	Jan. 18-Feb. 22	9	15	
SELF-IMPROVEMENT					
Reading Efficiency (Section 1)	Edmonton	Oct. 4-Nov. 29	16	30	
(Section 2)	Edmonton	Oct. 6-Nov. 24	16	27	
(Section 3)	Edmonton	Oct. 6-Nov. 24	16	30	
(Section 4)	Edmonton	Oct. 4-Nov. 29	16	28	
Summer School, Reading Efficiency Laboratory	Edmonton	July 7-Aug. 19	16	12	
Reading Efficiency Laboratory for University Students					
(Section 1)	Edmonton	Oct. 5-Dec. 9	16	138	
(Section 2)	Edmonton	Jan. 25-Apr. 1	16	43	
The Way To Good Speech (Section 1)	Edmonton	Oct. 5-Dec. 7	20	16	
(Section 2)	Edmonton	Jan. 11-Mar. 14	20	14	
SCIENCE					
Archaeology of the Eastern Mediterranean	Edmonton	Oct. 5-Dec. 7	20	23	
Archaeology—Prehistoric Europe	Edmonton	Feb. 1-Apr. 4	20	13	
HIGH SCHOOL ENRICHMENT PROGRAM	Edmonton	Feb. 1-Mar. 21	219	577	Edmonton and vicinity school systems
GENERAL					
Physical Fitness for Men	Edmonton	Oct. 4-Feb. 16	60	26	
Home Gardener's Course	Edmonton	Feb. 8-Apr. 11	20	29	
The University at Hinton	Hinton	Nov. 12-Apr. 21	20	29	
Showing and Judging Light Horses	Edmonton	Oct. 25-Apr. 12	20	25	
Light Horse Care and Management	Edmonton	Feb. 3-Mar. 16	16	28	
The Foundations of Showing	Edmonton	Apr. 6-May 12	12	70	
FINE ARTS					
DRAWING AND PAINTING					
Drawing I, Basic (Section 1)	Edmonton	Sept. 27-Mar. 27	60	13	
(Section 2)	Edmonton	Sept. 28-Mar. 21	60	8	
(Section 3)	Edmonton	Sept. 28-Mar. 21	60	17	
Drawing and Painting I (Section 1)	Edmonton	Apr. 19-June 28	25	16	
(Section 2)	Edmonton	Apr. 19-June 28	25	16	
Life Drawing I (Section 1)	Edmonton	Apr. 23-June 25	30	15	
(Section 2)	Edmonton	Oct. 1-Mar. 24	60	13	
Life Drawing II (Section 1)	Edmonton	Sept. 27-Mar. 27	60	17	
(Section 2)	Edmonton	Sept. 27-Mar. 27	60	19	
Life and Portrait Drawing and Painting	Edmonton	Oct. 1-Mar. 24	60	8	
Life Drawing II and Advanced Life Drawing III (Section 1)	Banff	June 7-June 18	60	21	

(Section 2)	Banff	Sept. 28-Feb. 24	60	14
(Section 3)	Wetaskiwin	Oct. 1-Apr. 21	60	16
(Section 4)	Athabasca	Oct. 6-May 30	60	13
(Section 5)	Red Deer	Sept. 30-Apr. 20	60	21
Drawing and Sculpture II (Clay Modelling)	Edmonton	Apr. 21-June 23	30	14
Drawing and Sculpture II	Edmonton	Sept. 28-Mar. 21	60	12
Painting	Edmonton	Jan. 13-Mar. 30	30	7
Painting I, Basic (Section 1)	Edmonton	Sept. 27-Mar. 27	60	11
(Section 2)	Edmonton	Sept. 27-Mar. 27	60	15
(Section 3)	Edmonton	Sept. 29-Mar. 22	60	14
(Section 4)	Edmonton	Oct. 2-Mar. 25	60	6
Painting Landscape (Section 1)	Edmonton	Apr. 21-June 23	25	20
(Section 2)	Edmonton	Apr. 24-June 26	25	16
(Section 3)	Edmonton	Sept. 16-Nov. 25	25	15
(Section 4)	Edmonton	Sept. 18-Nov. 20	25	18
Composition I, Painting and Design	Edmonton	Sept. 29-Mar. 22	60	13
Painting II, Portrait (Section 1)	Edmonton	Apr. 20-June 22	25	6
(Section 2)	Edmonton	Sept. 30-Mar. 30	60	20
Painting II, Design	Edmonton	Sept. 28-Mar. 21	60	10
Painting II, Acrylics	Edmonton	Sept. 30-Mar. 30	60	19
Creative Drawing and Design	Edmonton	Jan. 11-Mar. 28	30	9
Primitive Art (Section 1)	Edmonton	Oct. 18-Dec. 20	20	8
(Section 2)	Edmonton	Jan. 13-Mar. 30	24	12
Printmaking—Lithography (Section 1)	Edmonton	Sept. 27-Dec. 20	30	15
(Section 2)	Edmonton	Sept. 27-Dec. 20	30	9
(Section 3)	Edmonton	Jan. 10-Mar. 27	30	4
Printmaking—Silk Screen (Section 1)	Edmonton	May 10-June 26	25	10
(Section 2)	Edmonton	Sept. 29-Dec. 15	30	7
(Section 3)	Edmonton	Jan. 5-Mar. 22	30	8
Printmaking—Intaglio (Etching)	Edmonton	Sept. 28-Dec. 14	30	1
Printmaking—Block Printing	Edmonton	Jan. 10-Mar. 27	30	1
Workshop I	Edmonton	Sept. 29-Mar. 22	120	5
Workshop II	Edmonton	Sept. 29-Mar. 22	120	11
Workshop—Drawing	Edmonton	Sept. 28-Mar. 21	60	13
Exhibition Printing Procedures	Edmonton	Sept. 30-Mar. 30	60	10
European Study Tour in Art Appreciation	Europe	June 24-July 18	75	16
CERAMICS				
Ceramics (Section 1)	Edmonton	Apr. 19-June 28	25	16
(Section 2)	Edmonton	Apr. 20-June 22	25	15
(Section 3)	Edmonton	Apr. 21-June 23	25	5
(Section 4)	Edmonton	July 8-July 16	18	15
(Section 5)	Edmonton	July 22-July 30	18	15
Ceramics I, Basic (Section 1)	Edmonton	Sept. 27-Mar. 27	60	16
(Section 2)	Edmonton	Oct. 1-Mar. 24	60	12
Ceramics II, (Section 1)	Edmonton	Sept. 28-Mar. 21	60	14
(Section 2)	Edmonton	Sept. 29-Mar. 22	60	12
(Section 3)	Edmonton	Sept. 29-Mar. 22	60	14
Ceramics III—Advanced	Edmonton	Sept. 30-Mar. 30	60	17
Ceramics—Sculptural	Edmonton	Sept. 29-Mar. 22	60	13
Natural Pottery and Primitive Firing	Stony Plain	July 10-July 27	27	13
DANCE				
Modern Dance, Beginners (Section 1)	Edmonton	Oct. 4-Mar. 13	40	18
(Section 2)	Edmonton	Oct. 9-Feb. 26	30	19
Modern Dance, Intermediate (Section 1)	Edmonton	Oct. 6-Mar. 15	40	24
(Section 2)	Edmonton	Mar. 15-Apr. 12	10	12
MUSIC				
What To Listen For In Music (Section 1)	Edmonton	Oct. 4-Dec. 13	18	32
(Section 2)	Edmonton	Jan. 10-Mar. 13	18	11
PHOTOGRAPHY				
Photography (Landscape)	Edmonton	Apr. 29-June 3	35	11
Beginning Photography—Landscape	Edmonton	Oct. 2-Dec. 18	36	16

	Location	Period	Hours	Attendance	Sponsor
Beginning Photography—Black and White	Edmonton	Jan. 15-Apr. 1	30	11	
Beginning Photography—Color Slide	Edmonton	Jan. 15-Apr. 1	30	18	
Advanced Photography—Landscape	Edmonton	Oct. 2-Dec. 18	36	13	
Advanced Color Slide Photography, Social Landscape	Edmonton	Jan. 19-Mar. 29	30	13	
Advanced Black and White Photography, Social Landscape	Edmonton	Jan. 14-Mar. 31	30	7	
Photography II—Darkroom Techniques	Edmonton	June 1-Aug. 31	12	8	
		Aug. 3, Aug. 31	30	7	
A Community Film Workshop	Edmonton	Oct. 15-Feb. 27	20	8	
Basic Approach To Creative Photography, Primitive Ceramics, Primitive Sculpture	Edmonton	Jan. 12-Feb. 1	6	195	

BUSINESS OR TECHNICAL

Certificate Programs

	Location	Period	Hours	Attendance	Sponsor
MANAGEMENT DEVELOPMENT					
Business Communications (Section 1)	Edmonton	Oct. 6-Jan. 26	50	38	
(Section 2)	Edmonton	Feb. 9-May 17	50	31	
(Section 3)	Hinton	Oct. 4-Apr. 3	50	32	
(Section 4)	Edmonton	May 1-June 22	50	25	
Business Organization and Administration					
(Section 1)	Edmonton	Oct. 4-Apr. 3	50	33	
(Section 2)	Edmonton	Oct. 5-Apr. 4	50	34	
(Section 3)	Edmonton	Oct. 4-Apr. 3	50	35	
(Section 4)	Edmonton	Oct. 7-Apr. 6	50	36	
(Section 5)	Yellowknife	Oct. 19-Apr. 17	50	27	
(Section 6)	Edmonton	Sept. 27-Mar. 27	50	39	
Business Policy	Edmonton	Jan. 11-May 2	50	16	
Canadian Economic Development (Section 1)	Edmonton	Oct. 5-Apr. 4	50	36	
(Section 2)	Edmonton	Oct. 4-Dec. 9	50	35	
(Section 3)	Edmonton	Oct. 5-Apr. 4	50	28	
(Section 4)	Edmonton	Jan. 13-May 4	50	38	
(Section 5)	Lethbridge	Oct. 4-Jan. 10	50	20	
(Section 6)	Fort Smith	Oct. 18-Apr. 17	50	10	
Commercial Law (Section 1)	Edmonton	Oct. 4-Apr. 3	50	35	
(Section 2)	Edmonton	Oct. 4-Apr. 3	50	37	
(Section 3)	Olds	Oct. 5-Apr. 3	50	18	
Financial Accounting and Managerial Controls					
(Section 1)	Edmonton	Oct. 2-Apr. 1	50	29	
(Section 2)	Edmonton	Oct. 5-Apr. 4	50	36	
Marketing	Edmonton	Oct. 6-Apr. 5	50	34	
Personnel Administration (Section 1)	Edmonton	Oct. 5-Apr. 4	50	39	
(Section 2)	Edmonton	Sept. 27-Mar. 27	50	36	
(Section 3)	Lethbridge	Jan. 17-Apr. 24	50	21	
(Section 4)	Edmonton	May 1-June 22	50	29	
Production Management	Edmonton	Oct. 7-Apr. 6	50	24	
Purchasing	Edmonton	Oct. 14-Apr. 13	50	12	
INSTITUTE OF CANADIAN BANKERS' PROGRAM					
Introduction to Banking (Section 1)	Edmonton	Oct. 5-Apr. 4	50	26	
(Section 2)	Edmonton	Oct. 4-Mar. 7	50	27	
(Section 3)	Edmonton	Oct. 5-Mar. 8	50	31	
*Total of 214 ICB students enrolled in Management Development courses.					
PERSONNEL ADMINISTRATION					
Labour Economics	Edmonton	Jan. 11-Mar. 28	30	26	
Labour Relations	Edmonton	Sept. 28-Dec. 14	30	34	
Salary and Wage Administration	Edmonton	Sept. 30-Dec. 16	30	29	
Techniques of Interviewing	Edmonton	Sept. 29-Dec. 15	30	29	
Training and Development of the Work Force	Edmonton	Jan. 13-Mar. 30	30	35	

MANAGEMENT SCIENCE					
Introduction to Management Science	Edmonton	Oct. 4-Dec. 9	50	23	
Systems Analysis: Theory and Application	Edmonton	Jan. 18-Mar. 23	50	20	
COMPUTER PROGRAMMING					
Computer Fundamentals	Edmonton	Sept. 28-Nov. 30	20	51	
Introduction to Systems Analysis	Edmonton	Jan. 12-Mar. 29	30	40	
COBOL Programming	Edmonton	Sept. 29-Dec. 15	30	24	
Scientific and Engineering Computing	Edmonton	Sept. 28-Dec. 14	30	20	
Advanced FORTRAN	Edmonton	Jan. 10-Mar. 27	30	18	
Advanced COBOL	Edmonton	Jan. 12-Mar. 29	30	23	
LOCAL GOVERNMENT					
Local Government Organization (Section 1)	Edmonton	Oct. 1-Apr. 30	30	23	Alberta Departments of Municipal Affairs and Education, Alberta School Trustees Association, Urban Secretary-Treasurers' Association of Alberta, Alberta Association of Municipal District Secretary-Treasurers, School Business Officials of Alberta
(Section 2)	Grande Prairie	Oct. 1-Apr. 30	30	6	
(Section 3)	Peace River	Oct. 1-Apr. 30	30	6	
(Section 4)	Vermilion	Oct. 1-Apr. 30	30	5	
(Section 5)	Red Deer	Oct. 1-Apr. 30	30	8	
(Section 6)	Calgary	Oct. 1-Apr. 30	30	7	
(Section 7)	Medicine Hat	Oct. 1-Apr. 30	30	10	
Municipal Planning (Section 1)	Edmonton	Oct. 1-Apr. 30	30	20	
(Section 2)	Grande Prairie	Oct. 1-Apr. 30	30	5	
(Section 3)	Lethbridge	Oct. 1-Apr. 30	30	10	
MUNICIPAL ASSESSMENT					
Local Government Organization (Section 1)	Edmonton	Oct. 1-Apr. 30	30	30	Alberta Departments of Municipal Affairs and Education, Alberta School Trustees Association, Urban Secretary-Treasurers' Association of Alberta, Alberta Association of Municipal District Secretary-Treasurers, School Business Officials of Alberta
(Section 2)	Grande Prairie	Oct. 1-Apr. 30	30	3	
(Section 3)	Peace River	Oct. 1-Apr. 30	30	5	
(Section 4)	Vermilion	Oct. 11-Apr. 30	30	8	
(Section 5)	Red Deer	Oct. 1-Apr. 30	30	6	
(Section 6)	Calgary	Oct. 1-Apr. 30	30	20	
(Section 7)	Medicine Hat	Oct. 1-Apr. 30	30	4	
Economics (Section 1)	Edmonton	Oct. 1-Apr. 30	30	16	
(Section 2)	Peace River	Oct. 1-Apr. 30	30	7	
(Section 3)	Calgary	Oct. 1-Apr. 30	30	14	
PUBLIC ADMINISTRATION					
Public Finance	Edmonton	Oct. 1-Apr. 30	50	22	Alberta Personnel Branch, Canadian Public Services
Canadian Government Structures	Edmonton	Oct. 1-Apr. 30	50	21	
Quantitative Methods	Edmonton	Oct. 1-Apr. 30	50	8	
REAL ESTATE					
Economics	Edmonton	Sept. 14-Nov. 16	20	92	Alberta Real Estate Association
Urban Studies	Edmonton	Nov. 23-Feb. 15	24	95	
Land Planning and Development	Edmonton	Feb. 22-Apr. 25	20	97	
CERTIFIED GENERAL ACCOUNTANTS					
Accounting 101	Edmonton	Oct. 5-Jan. 25	30	19	Certified General Accountants Association
Accounting 221	Edmonton	Oct. 5-Jan. 25	30	28	
Law 108	Edmonton	Feb. 22-May 30	30	18	
Business Mathematics 102	Edmonton	Feb. 22-Apr. 4	14	23	
Managerial Statistics 103	Edmonton	Apr. 11-May 30	16	24	
REGISTERED INDUSTRIAL ACCOUNTANTS					
Principles of Accounting (Section 1)	Edmonton	Sept. 13-Dec. 20	28	30	The Society of Industrial Accountants of Alberta
(Section 2)	Edmonton	Sept. 13-Dec. 20	28	30	
(Section 3)	Edmonton	Sept. 13-Dec. 20	28	29	
(Section 4)	Edmonton	Sept. 13-Dec. 20	28	29	
Report Writing (Section 1)	Edmonton	Sept. 16-Nov. 25	20	37	
(Section 2)	Edmonton	Sept. 16-Nov. 25	20	36	
(Section 3)	Edmonton	Sept. 16-Nov. 25	20	37	
(Section 4)	Edmonton	Sept. 16-Nov. 25	20	36	
(Section 5)	Edmonton	Sept. 16-Nov. 25	20	35	
(Section 6)	Edmonton	Sept. 16-Nov. 25	20	35	
Accounting II (Section 1)	Edmonton	Oct. 18-Mar. 20	40	33	
(Section 2)	Edmonton	Oct. 18-Mar. 20	40	32	

	Location	*Period*	*Hours*	*Attendance*	*Sponsor*
(Section 3)	Edmonton	Oct. 18-Mar. 20	40	32	
(Section 4)	Edmonton	Oct. 18-Apr. 20	40	31	
Accounting III (Section 1)	Edmonton	Oct. 18-Apr. 3	44	27	
(Section 2)	Edmonton	Oct. 18-Apr. 3	44	27	
(Section 3)	Edmonton	Oct. 18-Apr. 3	44	27	
(Section 4)	Edmonton	Oct. 18-Apr. 3	44	28	
Industrial Organization and Management (Section 1)	Edmonton	Oct. 21-Mar. 30	40	25	
(Section 2)	Edmonton	Oct. 21-Mar. 30	40	25	
(Section 3)	Edmonton	Oct. 21-Mar. 30	40	25	
Cost Accounting and Systems (Section 1)	Edmonton	Oct. 19-Mar. 21	40	29	
(Section 2)	Edmonton	Oct. 19-Mar. 21	40	28	
Auditing (Section 1)	Edmonton	Oct. 20-Mar. 22	40	27	
(Section 2)	Edmonton	Oct. 20-Mar. 22	40	28	
Cost Management Accounting	Edmonton	Oct. 18-Mar. 20	40	44	
Economics (Section 1)	Edmonton	Jan. 26-Mar. 29	20	31	
(Section 2)	Edmonton	Jan. 26-Mar. 29	20	32	
(Section 3)	Edmonton	Jan. 26-Mar. 29	20	32	
Data Processing (Section 1)	Edmonton	Jan. 25-Mar. 28	20	35	
(Section 2)	Edmonton	Jan. 25-Mar. 28	20	35	
(Section 3)	Edmonton	Jan. 25-Mar. 28	20	36	
Managerial Statistics (Section 1)	Edmonton	Jan. 27-Mar. 30	20	31	
(Section 2)	Edmonton	Jan. 27-Mar. 30	20	31	
(Section 3)	Edmonton	Jan. 27-Mar. 30	20	31	
(Section 4)	Edmonton	Jan. 27-Mar. 30	20	31	
(Section 5)	Edmonton	Jan. 27-Mar. 30	20	30	

Other Business or Technical Education

Super 8mm Film Production Workshop	Edmonton	Apr. 8-May 20	10	6	
Survey of Educational Media—A Utilization Workshop	Edmonton	Apr. 14-Apr. 16	18	11	
Slide Set/Filmstrip Production	Edmonton	Oct. 16-Nov. 20	15	14	
Simple Video Systems Workshop (Section 1)	Edmonton	Oct. 21-Oct. 22	12	6	
(Section 2)	Edmonton	Mar. 4-Mar. 25	12	8	
Arctic Summer School	Inuvik	July 12-July 31	130	45	Boreal Institute, The University of Alberta; Government of the Northwest Territories
Western Regional Symposium on Instructional Simulations	Edmonton	May 12-May 14	36	23	Faculty of Dentistry, Department of Educational Psychology, School of Household Economics, Department of Political Science, and Department of Agricultural Economics and Rural Sociology, The University of Alberta; The University of Calgary; The University of Lethbridge; University of Saskatchewan; and Brandon University
Regression and Model Building (Section 1)	Edmonton	May 7	7	24	
(Section 2)	Edmonton	Mar. 10	8	15	
Work and Leisure	Edmonton	Apr. 5-Apr. 6	16	38	Faculty of Business Administration and Commerce, The University of Alberta
Rocky Mountain Field Trip	Jasper, Banff	May 19-May 24	27	26	
Sport-Aviation, Gliding	Edmonton	Oct. 5-Oct. 26	8	17	
Oil and Gas Law	Edmonton	Oct. 4-Mar. 13	40	16	
General Geology	Edmonton	Oct. 13-Dec. 15	20	9	
Cartography	Edmonton	Oct. 18-Feb. 7	30	26	
Rock and Mineral Identification (Section 1)	Edmonton	Oct. 5-Dec. 7	15	24	
(Section 2)	Edmonton	Jan. 26-Mar. 29	15	11	
Prospecting I	Edmonton	Nov. 2-Dec. 2	20	34	
Meteorology	Edmonton	Jan. 31-Apr. 3	20	9	
Forecasting Techniques (Section 1)	Edmonton	Nov. 18-Nov. 19	16	26	
(Section 2)	Edmonton	Dec. 9-Dec. 10	16	18	
(Section 3)	Edmonton	Feb. 28-Feb. 29	16	21	
Management By Objectives (Section 1)	Edmonton	May 14-May 15	16	20	
(Section 2)	Edmonton	Oct. 29-Oct. 30	16	27	
(Section 3)	Edmonton	Feb. 11-Feb. 12	16	25	
(Section 4)	Edmonton	Dec. 3-Dec. 4	16	23	

Management of Personal Finances	Edmonton	Sept. 27-Nov. 22	16	37	
Management for Proprietors and Partners of Retail Establishments	Edmonton	Feb. 7-Mar. 27	18	13	
Explorations in Management	Edmonton	Oct. 1-Mar. 3	15	11	
Accounting for Management: An Introduction	Edmonton	Oct. 5-Dec. 7	20	25	
Administrative Law	Edmonton	Jan. 17-Apr. 24	30	27	
The Open Organization	Edmonton	Oct. 14-Oct. 15	18	18	
Principles of Management	Edmonton	Jan. 28-Jan. 29	16	16	
Cost Accounting	Edmonton	Oct. 4-Dec. 13	20	19	
Sales Management Seminar I	Edmonton	Oct. 21-Oct. 22	16	17	
Sales Management Seminar II	Edmonton	Mar. 17-Mar. 18	16	23	
Competition Act Seminar	Edmonton	Nov. 17	7	173	Edmonton Chamber of Commerce
Seminar on the Torrens System of Land Titles	Edmonton	Nov. 18-Nov. 19	12	67	
Evening Seminar on Planning	Edmonton	Mar. 1-May 1	30	64	
Accident Prevention Administration, Phase 1 (Fundamentals of Accident Prevention)	Edmonton	Oct. 2-Feb. 26	40	17	
27th School Administration Short Course	Banff	June 6-June 12	15	467	Alberta Department of Education, Alberta School Trustees' Association, School Business Officials of Alberta
33rd Annual Refresher Course in Municipal Administration	Banff	June 9-June 12	15	408	Alberta Department of Municipal Affairs, Alberta Association of Municipal District Secretary-Treasurers, Urban Secretary-Treasurers' Association
Textile Analysis Service Seminar for Dry Cleaners	Edmonton	Nov. 15	6	51	School of Household Economics, The University of Alberta
Contract Law for Businessmen	Edmonton	Mar. 17-Mar. 18	11	17	
Commercial Location Analysis	Edmonton	Mar. 3	8	25	
The New Tax Law and the Taxpayer	Edmonton	Mar. 7-Apr. 11	12	73	
Tax Clinic	Edmonton	Mar. 15	7	89	
Quaternary History of Alberta	Edmonton	Feb. 1-Apr. 4	20	13	
The Mackenzie Watershed	Edmonton	Jan. 26-Mar. 29	20	39	
Current Literature and Diet Therapy	Edmonton	Sept. 28-Nov. 30	15	22	School of Household Economics, The University of Alberta

PROFESSIONAL

ENGINEERING

Seminar on the 1971 Building Code for Practising Engineers	Edmonton	May 4	7	58	
Basic Corrosion	Edmonton	May 10-May 14	40	39	
Summer Course on the Analysis and Design of Rock Slopes	Edmonton	Aug. 23-Aug. 27	41	30	
Critical Path Methods	Edmonton	Oct. 13-Dec. 1	16	9	
A First Course in Math for Engineers	Edmonton	Oct. 5-Dec. 7	20	9	
Air Pollution From Combustion Sources	Edmonton	Oct. 5-Nov. 24	16	11	
Solid State Components and Circuit Applications	Edmonton	Sept. 22-Dec. 8	24	13	
Contract Law Seminar For Engineers	Edmonton	Jan. 19-Apr. 5	9	30	
Digital Logic Design	Edmonton	Sept. 28-Dec. 14	24	14	
Solid State Circuit Design	Edmonton	Jan. 19-Apr. 5	24	26	
Noise in the Environment	Edmonton	Jan. 26-Mar. 29	20	20	
Engineering Management Seminar	Edmonton	Oct. 19-Oct. 20	12	35	
Engineering Economics	Edmonton	Oct. 6-Dec. 8	20	16	
Timber Design Seminar	Edmonton	Nov. 16	6	34	
Technical Conference on Industrial Control Systems	Edmonton	Oct. 8	6	57	National Research Council; Faculty of Engineering, The University of Alberta
Steel Building Design Workshop	Edmonton	Dec. 2	7	35	Canadian Institute of Steel Construction
Digital Interface Design Workshop	Edmonton	Nov. 8-Dec. 18	47	23	
Architects and Engineers Professional Practice Seminar	Banff	Jan. 16-Jan. 18	19	73	
Contract Law for Engineers	Edmonton	Feb. 4-Feb. 5	11	31	
Probability and Statistics for Engineers	Edmonton	Sept. 27-Dec. 6	20	10	
Methods Improvement for Construction Managers	Edmonton	Mar. 13-Mar. 14	12	17	
Introduction to Minicomputers	Edmonton	Jan. 24-May 1	30	13	
Project Management	Edmonton	Feb. 21-Feb. 22	15	45	
Rapid Transit	Edmonton	Mar. 7-Mar. 28	8	8	

	Location	Period	Hours	Attendance	Sponsor
Technical Report Writing	Edmonton	Feb. 1-Apr. 4	16	16	
1971 National Conference on Earth Science, "The Geology and Evolution of Continental Margins"	Edmonton	May 3-May 5	35	61	
AGRICULTURE					
Horticultural Week	Olds	Aug. 2-Aug. 6	91	136	Alberta Horticultural Association, Alberta Department of Agriculture, Flowers Canada
11th Annual Feed Industry Conference	Calgary	Sept. 28-Sept. 29	12	168	Alberta Division of Canadian Feed Manufacturers' Association, Alblerta Department of Agriculture, Alberta Veterinarians' Medical Association
Sheep Symposium	Banff	Dec. 2-Dec. 4	20	45	Canadian Co-operative Wool Growers Ltd., Alberta Department of Agriculture, Canadian Department of Agriculture
Cattlemen's Short Course	Guelph	Nov. 20-Nov. 26	45	55	Western Stock Growers' Association
Agricultural Policy Issues Conference	Banff	Feb. 20-Feb. 25	35	41	Rural Education and Development Association, UNIFARM, Alberta Wheat Pool, United Grain Growers, United Farmers of Alberta Co-operative, Federated Co-operatives Limited
Agricultural Policy Development Workshop (Section 1)	Lethbridge	Jan. 11-Jan. 14	20	50	Rural Education and Development Association
(Section 2)	Edmonton	Jan. 17-Jan. 20	20	50	
LAW					
4th Annual Law Refresher Course	Banff	May 3-May 6	25	35	
Current Financing and Leasing Trends in Real Estate	Red Deer	Apr. 23	6	83	
Evening Lecture Series on Recent Developments	Edmonton	Nov. 8	10	49	
EDUCATION					
Forkner Shorthand Workshop for Teachers	Edmonton	Aug. 16-Aug. 19	16	35	
Group Methods for Education	Edmonton	Oct. 18-Nov. 22	18	18	
Continuing Education for Rehabilitation Workers	Edmonton	Oct. 6-Dec. 22	24	19	
Communication Workshop for Teachers	Peace River	Oct. 4-Dec. 13	15	600	
Intensive Workshop for Teachers of French	Edmonton	July 5-July 23	105	11	
Intercultural Orientation Program for Teachers	Edmonton	Aug. 21-Aug. 27	56	98	Northlands School Division, Northwest Territories Department of Education, Department of Indian Affairs and Northern Development
Parents Are Teachers	Edmonton	Oct. 4-Dec. 13	20	12	

HUMAN RELATIONS, SUPERVISION, LEADERSHIP TRAINING

	Location	Period	Hours	Attendance	Sponsor
Human Interaction Institute	Jasper	May 29-June 6	70	24	
Communication in Supervision I	Edmonton	Mar. 23-Mar. 25	18	16	
Communication in Supervision II	Edmonton	Apr. 1-Apr. 3	18	24	
Psychology of Person Perception—Theory and Practice (Section 1)	Edmonton	Oct. 4-Dec. 6	20	26	
(Section 2)	Edmonton	Jan. 26-Mar. 29	20	20	
Interviewing	Edmonton	Oct. 5-Dec. 7	20	21	
Toward Self-Actualization (Section 1)	Edmonton	Oct. 5-Nov. 9	12	31	
(Section 2)	Edmonton	Jan. 25-Feb. 29	12	20	
Psychology of Human Behavior (Section 1)	Edmonton	Oct. 5-Dec. 7	20	23	
(Section 2)	Edmonton	Jan. 25-Mar. 28	20	15	
Citizen Scientists—Applied Psychology I	Edmonton	Jan. 26-Mar. 29	20	3	
Citizen Scientists—Applied Psychology II	Edmonton	Oct. 6-Dec. 8	20	8	
Human Factors in Management and Supervision (Section 1)	Edmonton	Oct. 6-Dec. 8	20	28	
(Section 2)	Edmonton	Jan. 27-Mar. 30	20	13	
Emotionality: Cause and Effect	Edmonton	Oct. 7-Dec. 9	20	21	
People and Messages	Edmonton	Oct. 7-Dec. 9	20	20	
Senior Nurses' Workshop	Edmonton	Sept. 27-Oct. 1	35	48	
Interpersonal Training for Nurses	Edmonton	Sept. 13-Dec. 20	24	17	
Non-Verbal Communication	Edmonton	Oct. 5-Dec. 7	20	20	
Moral Issues and Medicine	Edmonton	Oct. 6-Nov. 24	14	23	
Schiff Workshop	Edmonton	Jan. 11-Jan. 12	13	24	

Mental Retardation	Edmonton	Jan.	11-May 23	40	49	Centre for the Study of Mental Retardation, The University of Alberta
Developing Self-Understanding	Edmonton	Jan.	26-Mar. 1	18	31	
Understanding the Preschool Child	Edmonton	Jan.	26-Mar. 1	12	8	
Afternoon Lecture and Discussion Series	Edmonton	Jan.	26-Mar. 22	14	15	
Citizen Aid: Helping Others	Edmonton	Jan.	24-Mar. 27	20	20	
Leadership Skills for Community Health Workers	Edmonton	May	17-May 22	30	13	Government of Canada Departments of Indian Affairs and National Health and Welfare
Local Leadership	Banff	Feb.	20-Feb. 25	36	59	Alberta Native Friendship Centres' Association
Alberta Native Friendship Centres' Workshop	Edmonton	July	22-July 24	15	18	
National Association of Friendship Centres' Workshop, Construction and Structures	Edmonton	Sept.	13-Sept. 17	24	72	National Association of Native Friendship Centres
Native Groups Conference	High Prairie	Sept.	29-Sept. 30	6	10	
Alberta Native Friendship Centres' Annual Conference	Red Deer	June	9	6	22	Alberta Native Friendship Centres' Association
Native Youth Workshop	High Prairie	Apr.	15-Apr. 16	6	16	
Leadership Techniques Workshop—Staff and Directors of Friendship Centres	Fort McMurray	Oct.	1	7	16	Fort McMurray Native Friendship Association
Leadership Techniques Short Course	Banff	Jan.	16-Jan. 26	72	35	United Grain Growers, UNIFARM, Alberta Human Resources Development Authority, Department of Indian Affairs and Northern Development, Alberta Wheat Pool, United Farmers of Alberta, Federated Co-operatives Limited
Conflict and Social Change	Jasper	Oct.	17-Oct. 23	35	15	
Conference on Changing Attitudes Towards Illegitimacy	Edmonton	Sept.	9-Sept. 10	12	137	Alberta Association of Social Workers
Small Group Leadership	Banff	Mar.	12-Mar. 17	72	61	Division of Continuing Education, The University of Calgary
Supervisory Techniques (Section 1)	Edmonton	Sept.	27-Dec. 11	23	25	
(Section 2)	Edmonton	Oct.	26-Jan. 8	23	16	
(Section 3)	Edmonton	Feb.	8-Apr. 18	24	18	
Interpersonal Skills in Administration for University Personnel, Part I	Edmonton	Oct.	20-Dec. 15	30	34	
Interpersonal Skills in Administration for University Personnel, Part II	Edmonton	Jan.	26-Apr. 12	30	17	

TABLE II

STUDENT REGISTRATION

April 1 to March 31

	1971-72	*1970-71*
Liberal Studies		
Modern Languages and Literature	332	345
Philosophy and Religion	53	60
Law	43	31
Public Affairs	808	1,608
Social Science	581	501
Home Economics	182	173
Self-Improvement	338	366
Science	36	48
High School Enrichment Program	577	544
General	207	159
	3,157	3,835
Fine Arts		
Drawing and Painting	582	541
Ceramics	177	255
Dance	73	388
Music	43	65
Photography	292	38
	1,167	1,287
Business or Technical		
Certificate Programs		
Management Development	863	485
Institute of Canadian Bankers' Program	84	290
Personnel Administration	153	202
Management Science	43	77
Computer Programming	176	181
Local Government Studies	100	91
Municipal Assessment Studies	113	111
Public Administration	51	75
Real Estate	284	169
Certified General Accountants	112	47
Registered Industrial Accountants	1,157	1,129
	3,136	2,857
Other Business, Technical, or Public Administration Education	2,253	2,150
Professional		
Engineering	733	378
Geology	..	113
Agriculture	495	481
Dietetics	..	13
Law	167	562
Education	793	94
	2,188	1,641
Human Relations, Supervision, Leadership Training	1,152	1,383
	13,053	13,153

'72-73

TABLE III

EXTENSION LIBRARY STATISTICAL INFORMATION

COLLECTION

At April 1, 1972	75,411
Added	2,286
Withdrawn	386
Total at March 31, 1972	78,083

CIRCULATION

	1971-72	*1970-71*
Open Shelf		
Adult Student Centre and Extension Course	1,904	1,641
Adult Books	91,122	101,318
Children's Books	43,191	47,147
Travelling Libraries	4,575	7,250
TOTAL	140,792	157,356

TABLE IV

EDUCATIONAL MEDIA DIVISION STATISTICAL INFORMATION

COLLECTION (at March 31, 1972)

8mm loops	61
16mm films	3,904
16mm films added	139
16mm films withdrawn	67
Filmstrips	2,596
Slide sets	80
Records	3,307
Tapes	357
Transparency sets	13
Number of pieces of equipment available for loan	213

CIRCULATION	*Campus*	*Extension and Public*	*Total 1972*	*Total 1971*
16mm films	3,363	17,376	20,739	17,163
16mm reels	8,793	39,773	48,566	45,567
Filmstrips	56	2,665	2,721	3,137
Records	162	8,077	8,239	5,640
Audio-visual equipment	..	..	1,770	2,087
Projection service	14	18	32	17
Screening room use	113	360	473	434
CCTV equipment	..	..	134	209
Orders processed	..	..	18,200	17,121

TABLE V

OUTSIDE AGENCIES OR ORGANIZATIONS WITH WHICH DEPARTMENTAL STAFF MEMBERS WERE ENGAGED IN CONSULTATION OR TEACHING

Alberta Association for Continuing Education
Alberta Department of Agriculture
Alberta Department of Youth
Alberta Hospital
Alberta/North West Territories Conference on Women
Alberta Teachers' Association Social Studies Curricular Associates
Alberta Workmen's Compensation Board Conference
American Automobile Association and Canadian Automobile Association
Boyle Street Co-operative
Brandon University Staff
Canadian Association of Departments of Extension and Summer Schools
Calgary Community Institute
Chimo Youth Centre Staff
Community Action Group for Education Facilities for Unmarried Mothers
Community Action Group on Citizen Participation in Urban Planning
Community Cable TV Survey
Dr. W. W. Cross Cancer Clinic
Department of Social Development
Division of Alcoholism and Drug Research
Edmonton Art Gallery
Edmonton Board of Health (Community Psychiatry)
Edmonton Department of Recreation Conference
Edmonton Guidance Teachers
Edmonton Public School Board
Edmonton Regional Planning Commission
Edson Continuing Education Planning Group
First Annual Canadian Educational Communications Conference
Hinton Continuing Education Planning Group
Hobbema Indian Reserve Social Service Council
Knights of Columbus Youth
M. E. LaZerte Day Care Centre
M. E. LaZerte High School Staff
MacDonald High School
Metis Youth Community Action Group
Ministry of Transport
Model United Nations Conference on Trade and Development
National Council of Jewish Women
National University Extension Association
O'Leary High School Staff
Opportunities for Youth
Parkview School Staff
Patricia Heights Elementary School Staff
Provincial and Federal Health Education Consultants
Provincial 4-H Leaders Conference
Ritchie Elementary and Junior High School Staff
Rosary College Graduate School of Library Science
Rural Education Development Association
St. Albert Parent-Teachers' Association
Society for the Retired and Semi-Retired
Southern Aliberta Council on Public Affairs and The University of Lethbridge
Sturgeon Valley Housing Co-operative
University of Alberta MA Program in Community Development
University of Alberta Students' Union
Ursulines of Jesus Convent
Wetaskiwin Family Life Education Council
Western CADESS Human Relations and Community Development Group
Westmount Community Project
Women of Unifarm
Yellowhead Youth Council

PARTICIPATING UNIVERSITY OF ALBERTA INSTRUCTIONAL STAFF

ACADEMIC YEAR 1971-72

Andrew, W. T., Ph.D., Professor of Plant Science

Auferil, Jaume, Graduate Teaching Assistant in Romance Languages

Austin, P. L., Ph.D., Professor of Physical Education

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Ball, M., D.P.H., Director of Student Health Services

Ballah, A. J., M.A., Assistant Professor of Romance Languages

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Beach, R. H., B.S., B.Ed., Assistant Professor of Physical Education

Bent, D. H., Ph.D., Associate Professor of Business Administration and Commerce and Director of Computing Science

Bentley, Mrs. Helen, M.Sc., Associate Professor of Household Economics

Berg, R. T., Ph.D., Professor of Animal Science

Berger, A., M.A., Associate Professor of Elementary Education

Bond, J. J., M.A., Director of the Boreal Institute for Northern Affairs and Honorary Associate Professor of Anthropology

Bowland, J. P., Ph.D., Professor of Animal Science

Bradford, S. A., Ph.D., Associate Professor of Mining and Metallurgy

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Bryden, B., B.A., Graduate Student, Community Development

Buck, R. J., Ph.D., Professor and Chairman of Classics

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Cahill, P. J., Th. Lic., S.T.D., Chairman of Religious Studies

Chalmers, J. W., Ed.D., Associate Professor of Education and Co-ordinator of Field Experiences

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Chia, Fu-Shiang, Ph.D., Assistant Professor of Zoology

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Cooke, M. S., B.S.A., Director of Personnel

Craggs, A., Ph.D., Assistant Professor of Mechanical Engineeering

Crown, Mrs. E., M.Sc., Assistant Professor of Household Economics

Crozier, Mrs. M., M.Ed., Graduate Student in Educational Psychology

Crozier, R., M.Ed., Graduate Student in Educational Psychology

Cullen, D. A., Ph.D., Associate Professor of Business Administration and Commerce

Cummins, H. W., M.A., Assistant Professor of Political Science

Dale, J. D., Ph.D., Assistant Professor of Mechanical Engineering

D'Alquen, R. J. E., Ph.D., Assistant Professor of Germanic Languages

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Simons, The Rev. John, B.A., S.T.B., Chaplain to The University of Alberta (Anglican, Presbyterian, United)

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Stromsmoe, K. A., M.Sc., Assistant Professor of Electrical Engineering

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Zelhart, P., Ph.D., Assistant Professor of Psychology

SPECIAL VISITING INSTRUCTIONAL STAFF

ACADEMIC YEAR 1971-72

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Aikman, A., Canadian Steel Industries Construction Council, Toronto, Ontario

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Allen, G. W., D.V.M., Golden Prairie Veterinary Clinic, Taber, Alberta

Altwasser, G., B.Sc., Manager, Lakeside Feeders Ltd., Brooks, Alberta

Amdam, Mrs. G., P.V. Ranch, Edmonton, Alberta

Anderson, Mrs. Anne, Edmonton, Alberta

Aplin, E. N., Eastern Forests Products Laboratory, Ottawa, Ontario

Audell, E. C., B.Com., C.A., Edmonton, Alberta

Aulenbach, B., Marketing Director, Yoder Brothers Inc., Arberton, Ohio

Ausman, D., M.B.A., Administrative Assistant, Edmonton Power, Edmonton, Alberta

Babey, P., Vice-Chairman, Environment Conservation Authority, Edmonton, Alberta

Balogh, P., Manager, Vigor Feed Division, Burns Foods Ltd., Edmonton, Alberta

Barber, N., Subdivision Development Engineers, City of Edmonton, Edmonton, Alberta

Barnlund, Dean C., Ph.D., Professor, San Francisco State College, San Francisco, California

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Bayrock, L. A., Ph.D., Research Officer, Research Council of Alberta, Edmonton, Alberta

Beacon, Mrs. N., Flesherton, Ontario

Beames, J. W., Barrister, Beames, Chapman & Foster, Red Deer, Alberta

Beck, B. E., Ph.D., Veterinary Services Division, Alberta Department of Agriculture, Edmonton, Alberta

Bedford, J., Central Mortgage and Housing Corporation, Regina, Saskatchewan

Beinhaker, P., Partner, Kates, Peat, Marwick & Company, Vancouver, British Columbia

Bell, F., B.Sc., C.A., President, Bell Administrative Services, Edmonton, Alberta

Benson, R., H. G. Acres Limited, Niagara Falls, Ontario

Berg, S., President, Canadian Pork Council, Ardrossan, Alberta

Berger, Ronald L., B.A., B.C.L., Barrister, Silverman & Berger, Edmonton, Alberta

Berglund, R. C., B.Com., C.A., Commissioner for Finance, Alberta Hospital Services Commission, Edmonton, Alberta

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Brawner, C., Golder, Brawner & Associates, Vancouver, British Columbia

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Burke, J., Ph.D., Student Counselling Service, University of Manitoba, Winnipeg, Manitoba

Braid, P., A.O.C.A., Artist, Fort Saskatchewan, Alberta

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Brown, M. W., M.B.A., Manager, B.C.T.F., Co-operative Association, Edmonton, Alberta

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Candler, W. T., T.P.I.C., Planner, City of Edmonton, Edmonton, Alberta

Cardinal, R., Edmonton, Alberta

Carefoot, Mrs. J., M.S.E., Editor, Human Resources Research Council of Alberta, Edmonton, Alberta

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Colborne, F. C., M.L.A., Edmonton, Alberta

Cole, G., Sherwood Park, Alberta

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University Lectures

The following is a list of topics available under the Department of Extension's University Lectures service. Arrangements may be made to secure speakers through the Department at 432-3116. Out-of-town groups are to reimburse the Department for the speaker's travelling expenses.

Abortion
Aged
Agriculture
Alcoholism
Algebra
Anaesthesia
Animal Behavior
Animal Physiology
Anthropology
Antibiotics
Archaeology
Archives
Art
Astronomy
Athletics
Australia

Biological Code
Biology
Birth Control
Boreal Institute
Buddhism

Camping
Canadian Politics
Canadian Society
Canadian University Service Overseas
Cancer
Chamber Music
Chemistry
Children
Children's Diseases
China
Cities
Civil Liberties
Clothing
Communication
Community Development
Community Relations
Computers
Computing Science
Consumer Affairs
Contemporary Affairs
Contracts
Corrosion
Creative Writing
Cree
Crop Production
Cultural Evolution
Culture

Dance
Death
Dentistry
Design
Diabetes
Drama
Drugs

Ecology
Economics
Education
Education Liaison
Educational Television
Electrical Engineering
Embryology
Employment
Energy
Engineering
English
Environment
Environmental Design
Ethnic Relations

Family Development
Family Life
Family Life Education
Family Planning
Fertilizers
Field Hockey
Fluoridation
Food Poisoning
Food Science
Foods
Foreign Countries
Foreign Investment
Foreign Students
France
French Literature
Fur Trade

Gardens
Genetics
Geology
Geometry
German Literature

Government
Greece

Handicapped Patients
Health
Health Care
Health Education
Health Services
Heart Disease
Heredity
Higher Education
Hinduism
History
Home Economics
Human Rights

Industrial Arts
Industrial Design
Industry
Information
Information Retrieval
International Assistance
International Relations

Japan
Japanese Language

Laboratory Animal Care
Land Use
Language
Lasers
Learning Disabilities
Leisure
Library
Light
Linguistic Theory
Literary Criticism
Literature
Literature for Children
Livestock Production

Mammals
Management
Marine Biology
Marriage
Mathematics
Media
Medicine
Mental Illness
Meteorology
Microbiology
Microscopy
Mining
Modernization
Movies
Music

North, The
Nutrition

Oil and Gas
Ophthalmology
Organ Transplants
Organisms
Organizations

Pakistan
Pediatrics
Personnel
Philippines
Philosophy
Philosophy of Science
Physical Education
Physical Fitness
Physics
Physiology
Piano
Plant Diseases
Plants
Poetry
Political Science
Pollution
Population
Poverty
Psychiatry
Psychotherapy

Quackery
Quantum Mechanics

Rabbits
Radiation
Radio/Television
Reading
Rehabilitation
Religion
Research
Resources
Rural Society
Russian

Scholarships
Science
Secretarial Education
Sexuality
Shakespeare
Slavic Literature
Social Change
Social Interaction
Social Life and Customs
Social Psychology
Social Research
Social Work
Society
Sociology
Soil Conservation
Soil Science
Solar Radiation
Spain

Sport
Suicide
Summer Cottage Development
Systems Planning

Teaching
Teaching English
Test Tube Babies
Textiles
Traffic Safety
Travel

University Life

University Services

Value Systems
Venereal Disease
Voice and Speech
Volleyball

Wales
Wildlife
Women
Work

Yoga
Youth

Programs Available on Community Initiative

The Department of Extension is prepared to give any of the courses listed below anywhere in the Province of Alberta provided that there is no overlap with courses offered by other agencies in the area and that there are enough people who wish to register. The intent of this program is to make educational opportunities available where none exist now.

The minimum number of registrants required to initiate a course will vary with the transportation and accommodation costs involved. To determine the minimum for a specific course, please contact the Department. Course times will depend on the wishes of the prospective students.

GENERAL

A Second Look

A series of three weekend seminars for adults contemplating a change in job, a return to school, or greater involvement in community activities. The program will include some psychological testing, information sessions about opportunities available, and group discussions focussed around these issues.

Duration: Three evenings and three all-day sessions
Maximum registration: 30 students
Instructor/co-ordinator: Hayden Roberts
Other staff will include a psychologist and local resource people
Fee: $40

Interpersonal Communications— Human Relations

A one-, two-, or three-day workshop which will examine the blocks to effective interpersonal communication and provide some skills to overcome these blocks. Through a series of exercises, participants will be able to examine their styles and their effectiveness in relating to others.

In workshops of two or more days there will be an additional focus on group dynamics designed to give participants insights and sensitivities to group, intergroup, and organizational behavior.

Instructor: W. H. Stewart
Fee: $10 per day

"Involved Woman" Simulation

Primarily of interest to women who would like to examine some of the complexities and alternatives open to them in today's world. The one-day seminar will consist of working through the simulation followed by a discussion session in which resources available locally will be highlighted.

Maximum registration: 20 students
Fee: $10 per student

Home Gardening and Landscaping

This is a one-, two-, or three-day short course for the home gardener and landscaper. The course deals with soils and soil improvement, general principles of garden culture, fruit production, ornamental trees and shrubs, house plants, flower culture, principles of landscaping, lawns, and pest control. Emphasis can be placed on any one of these subject areas upon the request of the course participants. The program will also focus on the particular gardening and landscaping problems of the participants.

This short course is arranged in co-operation with the Alberta Department of Agriculture and The University of Alberta Department of Plant Science. Horticultural specialists from these agencies will serve as instructors.

Fee: $10 per day

Film Programming

This one-day program will examine the many types of 16mm sound films available for use in programs of voluntary organizations: how to evaluate films, where to find them, how to use them as program material for information and discussion, and the physical arrangements required to make presentations effective.

Instructor: Jim Shaw
Fee: $8

The Production of Slide-Tape Sets

Participants will be organized into production teams (three to five persons per team), and will be involved in the development of a production plan for a slide-tape set: the specifications, treatment, and story board script. (This phase of the program will be completed as a pre-session assignment with the group meeting to view a slide-tape set on the production process.) Each participant will also receive printed instructions and blank forms for planning purposes.

The actual workshop, of two to three days in length, will include instruction and practice in basic photographic and recording techniques, making simple titles, making a composite sound tape of narration and background music and sounds, and organizing the materials for presentation. Basic materials and equipment will be provided during the workshop session.

Instructor: Jim Shaw
Maximum registration: 15 students
Fee: $15 per day

Simulation Techniques

A two-day workshop to introduce and explore the design and utilization of instructional simulation techniques. Participants will be able to examine both commercial and non-commercial simulations and to develop and test a simple simulation.

Instructor: A. C. Lynn Zelmer
Fee: $50 per student

Survey of Educational Media: A Utilization Workshop

A one- to three-day workshop to provide participants with an examination of the communications process, the characteristics of audiovisual media, and effective utilization techniques.

The workshop will involve participants in the selection and use of materials, in practice with the equipment, and in simple preparation techniques.

Instructor: Jim Shaw
Fee: One day, $20 per student
Two days, $30 per student
Three days, $40 per student

Basic Techniques for Preparing Instructional Materials

A variable length workshop on the production of materials for local needs. Work may include mounting, layout, graphics, laminating, coloring, lettering, photography and standards to produce charts, bulletin boards, overhead transparencies, slides and CCTV or films. Course content to suit local needs.

Instructor: Jim Shaw
Fee: Ranging between $10 to $25 per student per day depending upon equipment required

Teaching Adults

A two-day seminar for those concerned with teaching adults in formal and informal settings (schools, community organizations, staff training programs, etc.). Emphasis will vary to meet the needs of the group but will cover aspects of adult learning, program planning, teaching techniques, and evaluation.

Instructor: Hayden Roberts
Maximum registration: 20 students
Fee: $20

Educational Uses of Audio Materials and Equipment

A one-day workshop designed to explain and explore the uses of the tape recorders, record players, and other audio devices. Participants will learn how to make high-quality tape recordings, edit and duplicate tapes, select components and find sources for commercially made materials.

Instructor: Jim Shaw
Maximum registration: 20 students
Fee: $10

Simple Video Systems Workshop

This workshop will involve the participants in the setting up and operation of several simple video systems: vidicon camera, microphone, recorder and monitor, and the battery powered ½" portable recording system. Demonstrations will illustrate the capabilities and deficiencies of the systems and what happens when another camera is added, when different microphones are used, and when supplementary lighting is used. Short productions will be assigned to groups to try out the systems.

Instructor: Jim Shaw
Maximum registration: 20 students
Fee: $30 for two days

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REQUEST FOR INFORMATION

Please send me information on each of the following programs:

....

....

....

....

Name ....

Address ....

....

THE SUGGESTION BOX

We welcome your suggestions on programs or procedures.
I offer the following suggestions:

....

....

....

....

Name ....

Address ....

....

REGISTRATION FORM

Surname
First Name
Initial
Home Phone

Home Address
Number and Street
Occupation

City
Province
Education Completed

Business Firm Name

AGE GROUP:
UNDER 21 ☐
21 TO 30 ☐
31 TO 40 ☐
41 TO 50 ☐
OVER 51 ☐

Business Address
Business Phone

City
Prov.
Phone Extension
How did you hear of this course?

Course Title
Course No.
Fee
Date

FULL MUST ACCOMPANY REGISTRATION UNLESS EMPLOYER IS TO BE INVOICED
Y CHEQUE OR MONEY ORDER PAYABLE AT PAR TO THE UNIVERSITY OF ALBERTA

Invoice Employer ☐ 50% ☐ 100%

Signature

PARKING INFORMATION

Permits are required for parking on the University Campus. These may be purchased from the Department of Extension, Room 228 Corbett Hall, or by completing the Registration Form—"Parking".

DAYTIME—Extension Zone Only*
$1.00 per month for 1 class per week
$2.00 per month for 2 or more classes per week

EVENING—All Campus Except 24-Hour Reserved Stalls or by Parking Meters.
$1.00 per month for 1 night per week
$2.00 per month for 2 nights per week, etc. (Maximum $12.00)

SEMINARS—Extension Zone Only*
$1.00 per week or part thereof

*Extension Zone is immediately **SOUTH OF CORBETT HALL**

$.................... Parking Fee Enclosed

DEPARTMENT OF
EXTENSION

PRINT
THE UNIVERSITY OF AL
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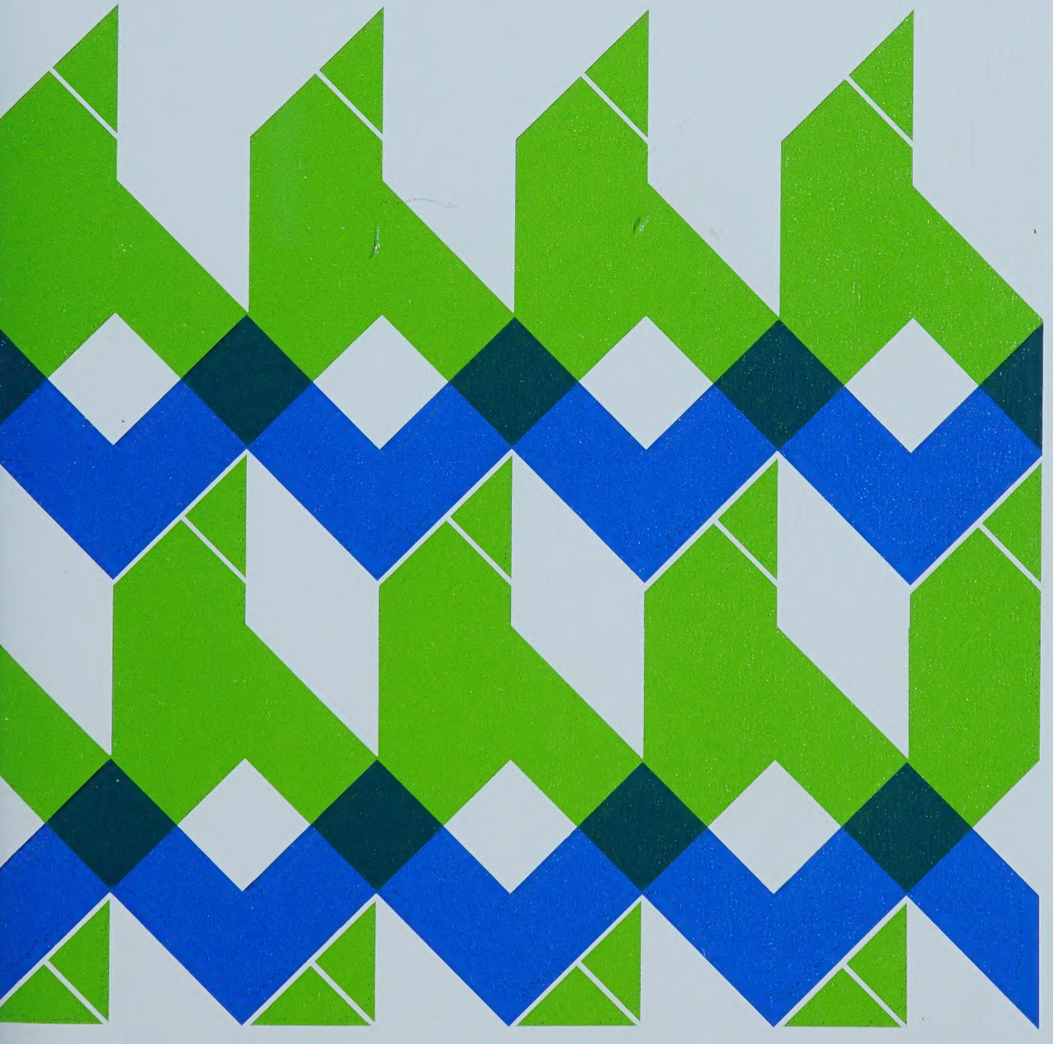
CONTINUING EDUCATION CALENDAR

THE UNIVERSITY OF ALBERTA
DEPARTMENT OF EXTENSION

1973-1974



DEPARTMENT OF EXTENSION
THE UNIVERSITY OF ALBERTA
EDMONTON, ALBERTA

CONTINUING EDUCATION

1973-74

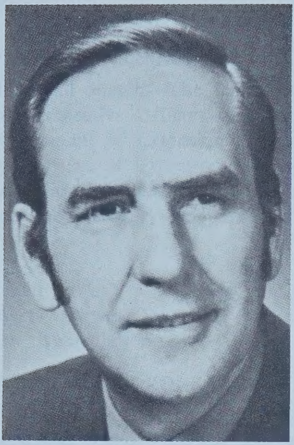
FOREWORD

I never cease to be amazed by the fact that there are tens of thousands of people who participate in the programs offered by our Department of Extension. Since this has now been for so many years, it seems fair to assume that these programs fulfill a major need in our society that can best be met in this way.

Although the hostility of the public toward educational institutions seems to be disappearing, this hostility has not yet been replaced by active and vocal support for these institutions. It is my hope that you will value your educational experience, and will act as emissaries of this University. The quality of educational institutions can erode quickly, something that should not happen in this Province. It will not happen if the many, many thousands of people who participate in our programs are satisfied with these programs, and are willing to let their satisfaction be known throughout the Province.

MAX WYMAN

President
The University of Alberta



When The University of Alberta was established in 1907, its President and staff were determined that this institution should serve all of the people of the Province. The members of that new faculty, distinguished scholars from established universities, became frequent visitors to the small towns and villages of what was then a rural and agricultural Alberta. Through a Department of Extension established in 1912, the University continued its job of sharing its resources with the people of the Province through lectures, "magic lantern" shows, the provision of parcels of study materials, and through many a midnight discussion between professor and farmer in a rural school house or homestead. This year, the sixty-first since its establishment, University Extension offers a wide range of opportunities for lifelong learning.

No person in this age of dramatic change can remain effectively educated without continuing study. Through the programs and facilities which this Calendar announces, the University offers its resources to all adults who recognize that life is a process of continuing education.

The Extension Library of 81,000 volumes, circulated through open shelf borrowing or through travelling box libraries to isolated communities, provides basic materials for continuing education. Programs of directed reading and study discussion kits offer groups and individuals those "retreats for the mind" which Dr. Samuel Johnson held so necessary and audio-visual materials of the Education Media Division open up bright new worlds and offer ready new dimensions to programs of community organization.

A variety of courses in public administration, business management, and continuing professional education underlie the growing demand which a technical society puts on keeping up to date. Programs in the arts, with their warmth and color, focus on another dimension of the rounded life. A better understanding of people, their history, their feelings, and their problems is the focus of the Department's involvement in liberal studies and community development.

The work of the Department of Extension goes beyond the provision of courses. The members of its staff who share this job of continuing education offer skills and training from the fields of economics, engineering, business, law, agriculture, and others. They are available to work with your organization in the development of its continuing education program. We encourage you to draw on the staff and resources of this Department.

I invite you to share the excitement and satisfaction, the heightened awareness, the new understanding, and the expanded sensitivities which are the returns of lifelong learning.

DUNCAN D. CAMPBELL

Director of Extension
The University of Alberta

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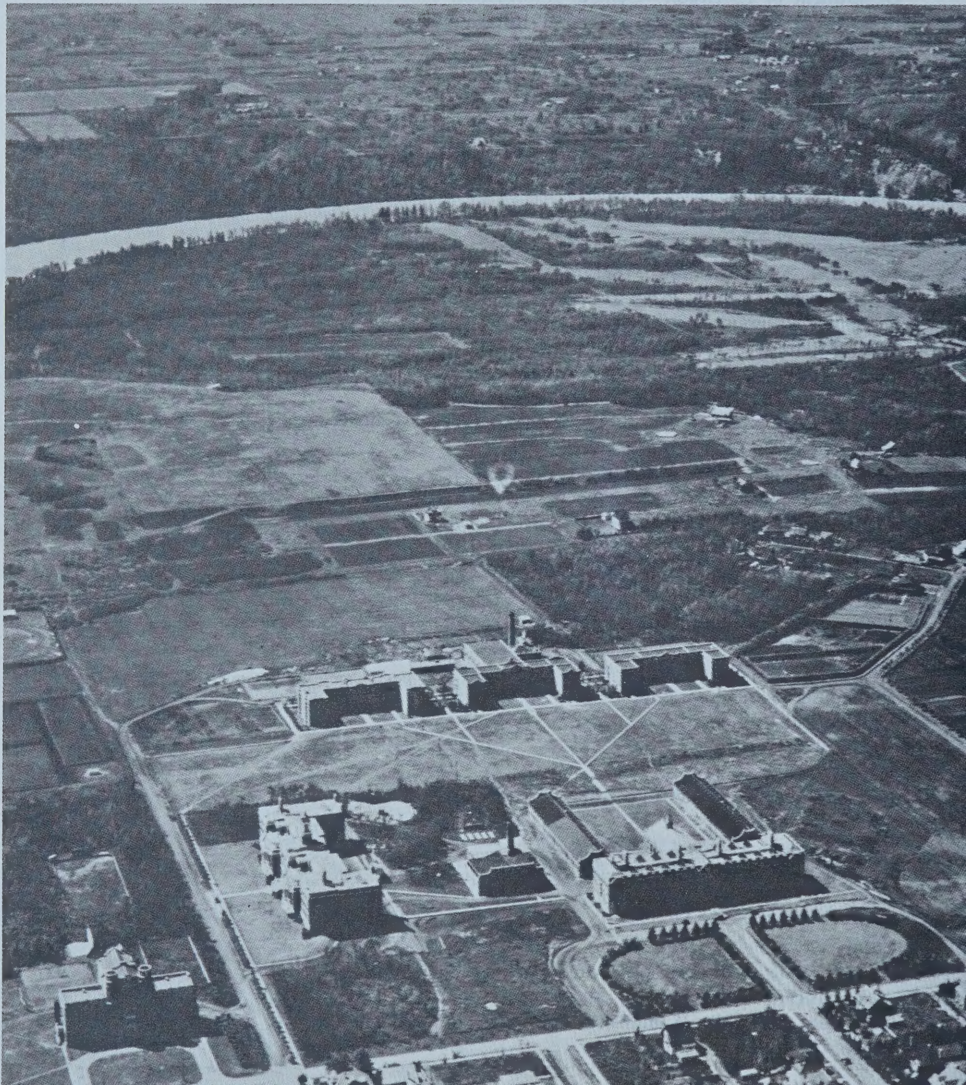


The campus in the early 1920's: it was to remain almost unchanged for 25 years.

General Information

HISTORICAL SKETCH

The University of Alberta is a publicly-supported, co-educational institution sharing with the Universities of Calgary and Lethbridge the sole right of conferring degrees, other than degrees in Divinity, within the Province of Alberta. It is a member of the Association of Commonwealth Universities, of the Association of Universities and Colleges of Canada, and of the International Association of Universities.

The University possesses 838 acres of land, of which 148 acres constitute the campus and 690 acres constitute the University Farm. Additional land is gradually being acquired. The campus borders the wooded southern bank of the North Saskatchewan River, about two miles from the business centre of Edmonton. On the campus are located some seventeen major teaching and research buildings, as well as two affiliated colleges, four halls of residence, the Students' Union, and service buildings. Adjoining are the Research Council of Alberta, the Provincial Laboratory of Public Health, two teaching hospitals, and the Northern Alberta Jubilee Auditorium.

The Beginnings of the University

Alberta became a province in 1905. In 1906 the first session of her legislature passed an act to authorize the establishment of The University of Alberta. The Act's sponsor was Alexander Cameron Rutherford, Alberta's first Premier and first Minister of Education. His government purchased the site in what was then Strathcona, and Dr. Rutherford himself persuaded Henry Marshall Tory to leave McGill to become the University's first President, an office he held from 1908 to 1928.

The Act permitted all resident graduates of British and Canadian universities to register as members of Convocation. Convocation elected five members to a Senate; the government appointed ten more. The Senate, acting as the governing body of the University, established the Faculty of Arts and Science as the core of the new institution. In 1910 a revision of the *University Act* constituted the Board of Governors with powers of business management and administration.

Classes opened in September, 1908, in what is now Queen Alexandra School with forty-five students and a faculty of five: W. H. Alexander, Classics; E. K. Broadus, English; W. M. Edwards, Mathematics; L. H. Alexander, Modern Languages; and Dr. Tory. Thence they moved to the upper floor of Strathcona Collegiate Institute and then in 1911 to Athabasca Hall. Athabasca not only served as residence, for staff and students, but also accommodated classrooms, laboratories, the library, the gymnasium, and the administrative offices. The members of the first graduating class received their degrees at the Convocation of 1912, with Mr. Justice C. A. Stuart presiding as Chancellor.

A period of rapid growth followed, with registration reaching 439 in 1914. Assiniboia Hall was completed in 1913, Pembina Hall in 1914, and the Arts Building was formally opened in 1915. The Faculty of Law had its beginning in 1912. In the same year the Department of Extension initiated its work of promoting a closer relationship between the University and the people of the province. In 1913 the Faculty of Applied Science (in 1948 renamed Engineering) and the Faculty of Medicine were instituted, the latter able to offer three years of a five-year program.

The Students' Union was established during the first session and the first edition of *The Gateway,* the students' newspaper, appeared in 1911. The Committee on Student Affairs began in 1912 as a joint committee of students and University officials to exercise general supervision over matters affecting student welfare and discipline. Today the Council on Student Affairs carries on its work.

Years of Challenge: 1914 to 1945

The outbreak of war in 1914 slowed the pace of development. The new University sent 438 of its staff, alumni, and students to the armed forces. Eighty-two were killed or died in active service. Their names, together with those of the casualties of the war of 1939-45, are commemorated on a bronze tablet near the entrance to Convocation Hall and by the Memorial Organ installed in 1923.

Although the war brought a halt to the building activity, the organization of the University's teaching moved on with the establishment of the Faculty of Agriculture in 1915, the School of

Accounting (later the Faculty of Commerce) in 1916, the School of Pharmacy and the sub-faculty of Dentistry in 1917, and the Department of Household Economics in 1918.

With the end of the Great War the University rapidly expanded in number of students and staff. New laboratory facilities were built adjacent to the Arts Building and the Medical Building was completed in 1921 in the form it had until new wings were added following the war of 1939-45. The curriculum was fundamentally revised in 1919-20 to permit greater freedom in election of courses. The first summer session was held in 1919. The institution of the Research Council of Alberta signified not only an increasing emphasis on science, but a further recognition of the University's involvement in the development of the province. In 1927 St. Joseph's College was opened under Roman Catholic auspices. St. Stephen's College had, as Alberta College South, been the first building on the campus. It was renamed in 1927 after the union of the Methodist and Presbyterian churches and became the United Church theological college for Alberta.

The depression years brought serious problems. Though registration did not decline its increase was painfully slow, from 1,560 students in 1929 to 2,327 in 1939. Full-time teaching staff increased even more slowly. The budget actually fell and did not recover its pre-depression level until after the war. No new buildings were constructed after the present Corbett Hall was completed. (Corbett Hall was originally constructed as a provincial normal school, not a University building.) Dr. R. C. Wallace succeeded President Tory in 1928 and in 1936 was followed by Dr. D. A. R. Kerr who had been the first Dean of the Faculty of Arts and Science. The affiliation of Mount Royal College in 1931 marked a new beginning of university work in Calgary. The Western Board of Music was established in 1931. Entrance to the University from Grade XI was abolished in 1937. In 1930 fraternities were permitted; a less controversial change was the abolition of the old practices involved in freshman initiation.

The impact of the war in 1939 was very different from that of 1914-18. Though war naturally disrupted the University's life, there was a determination to preserve its essential being while using its facilities as fully as possible in relation to the national effort. The Air Force took over the three residences, and out-of-town students, whose numbers had not substantially declined, flocked into Garneau boarding houses and made use of a new cafeteria, known to later generations as Hot Caf. Medicine, Dentistry, and Education offered accelerated courses. Engineering offered special courses to members of th armed services. No more important developmen took place than the acceptance in 1945 by th University of sole responsibility for the trainin of Alberta teachers. The School of Education established in 1928, became a faculty in 1942 an after the war it was, in terms of enrolment, th largest in the University.

Dr. Robert Newton was named President o Dr. Kerr's retirement in 1941. He played an important part in the framing of the *University Ac* in 1942, which transferred from the Senate to th General Faculty Council jurisdiction over academic matters and vested all final authority in th Board of Governors whose jurisdiction had previously been confined to finance. No major change in the University's constitution occurred until th *Act* of 1966 provided for the establishment o other and separate provincial universities unde a Universities Commission.

Years of Expansion: 1945 to 1970

With the end of the war, a flood of veteran poured into the University and registration ros from 2,023 in 1943-44 to a peak of nearly 7,000 in 1947-48. Accommodation in classrooms, laboratories, and libraries was pathetically inadequate, and housing was generally even les satisfactory. Army huts only partially relieved th pressure. While by 1947 student numbers ha tripled from pre-war figures, the full-time teaching staff did not even double. Thereafter the pac of campus development slowly increased. Ne wings were added to the Medical Building in 1947 and 1948; the Students' Union Building opened in 1950; the Rutherford Library and the Engineerin Building in 1951; and the Agriculture Buildin in 1953 (it was enlarged in 1958 to become the Biological Sciences Building). The Administration Building dates from 1957.

The hectic post-war years merged into the slower growth of the 1950's. Dr. Andrew Stewart became President in 1951 and was succeeded by Dr. Walter H. Johns in 1959. Old institutions like *The Gateway, Evergreen and Gold,* and the Students' Union flourished and new ones like the Mixed Chorus, the Freshman Introduction Week, and Varsity Guest Weekend developed. The University's work in Calgary, instituted in 1951, gradually expanded and an affiliated junior college was established in Lethbridge. These became separate universities in 1966. Student Counselling Services supplemented the Student Health Service, the latter almost as old as the University. The establishment of Graduate Studies as a Faculty in 1957 marked a new and important emphasis on this aspect of the academic program. The growing complexity of the University's offerings led to the separation of the Faculties of Arts and Science in 1963.

The expected increase in numbers as the post-war generation came to university age brought an expanded building program in the 1960's. The Physical Education Building, the Physical Sciences Building, and additions to the Medical and Engineering Buildings were followed by the Education Building, the Donald Ewing Cameron Library, the Household Economics Building, and the residences, where the dining centre was named in honor of Reg Lister who had for so many years taken care of the older residences. The Henry Marshall Tory Building was opened in 1966. In the same year the University of Calgary became fully autonomous.

Growth in student numbers is reflected in the continuing building program, including the new Engineering and Biological Sciences Building, and the Health Sciences complex, and in the expansion of the Unversity into North Garneau, where many houses had already been taken over for University use. The University Farm provided a site for married students' housing. Late in 1965 a beginning was made on the new Students' Union Building, which was opened in 1967. The contrast with its nearby predecessor, opened only fifteen years before and now University Hall, symbolizes the growth of The University of Alberta in the post-war years.

ADMINISTRATIVE OFFICERS OF THE UNIVERSITY

Max Wyman, Ph.D., F.R.S.C., President
Henry Kreisel, Ph.D., Vice-President (Academic)
L. C. Leitch, M.B.A., Vice-President (Finance and Administration)
W. D. Neal, Ph.D., Vice-President (Planning and Development)
W. F. Allen, Ph.D., Associate Vice-President (Academic)
George Baldwin, Ph.D., Dean, Faculty of Arts
D. M. Ross, Ph.D., Sc.D., Dean, Faculty of Science
G. H. L. Fridman, LL.M., Dean, Faculty of Law
George Ford, Ph.D., Dean, Faculty of Engineering
W. C. MacKenzie, M.D., Dean, Faculty of Medicine
F. V. McHardy, Ph.D., Dean, Faculty of Agriculture
M. Horowitz, Ed.D., Dean, Faculty of Education
J. McCutcheon, D.D.S., Dean, Faculty of Dentistry
M. J. Huston, Ph.D., Dean, Faculty of Pharmacy
J. R. McGregor, Ph.D., Dean, Faculty of Graduate Studies and Research
E. D. Chambers, Ph.D., Dean, Faculty of Business Administration and Commerce
M. L. Van Vliet, Ed.D., Dean, Faculty of Physical Education
Ruth E. McClure, M.P.H., Director, School of Nursing
Elizabeth L. Empey, Ph.D., Director, School of Household Economics
Moyna Parker, M.C.S.P., T.H.T., T.C.S.P., Acting Director, School of Rehabilitation Medicine
J. McCutcheon, D.D.S., Acting Director, School of Dental Hygiene
Mary E. P. Henderson, M.A., B.L.S., Acting Director, School of Library Science
Duncan D. Campbell, Ph.D., Director of Extension
S. C.T. Clarke, Ed.D., Director, Summer Session and Evening Credit Program
F. J. McMahon, M.Th., Dean, College Universitaire Saint-Jean
B. B. Peel, M.A., Librarian
A. D. Cairns, B.A., Registrar

DEPARTMENT OF EXTENSION ACADEMIC STAFF

Duncan D. Campbell, Ph.D., Professor and Director of Extension
C. M. Lockwood, M.B.A., Professor and Assistant Director
D. A. Bancroft, D.P.A., Professor
H. W. Roberts, M.A., Professor
D. D. Barry, A.O.C.A., Associate Professor
R. R. Faryon, M.B.A., Associate Professor
G. W. Lamble, M.Sc., Associate Professor
J. M. McDonald, M.S.W., Associate Professor
J. A. Shaw, M.S., Associate Professor
W. H. Stewart, M.S., Associate Professor
D. J. Weideman, M.B.A., Associate Professor
H. Wohlfarth, D.F.A., Associate Professor
H. Savage, Dip. in Art, Assistant Professor
G. H. Wright, B.A., Assistant Professor
M. C. Roth, B.A., Counsellor
Mary I. Dodds, M.S., Extension Librarian
Moira L. English, M.L.S., Assistant Librarian
Helen Sinclair, B.A., B.L.S., Assistant Librarian

ADMINISTRATIVE ASSISTANTS

Eldred G. Bancroft, B.A.
Maryanne Budnitsky, B.A.

W. W. McNairn
Ann A. Prideaux, M.A.
Lydia Semotuk, M.A.
R. J. Smyth, B.A.
W. G. L. Twigge

DEPARTMENT OF EXTENSION

The Department of Extension serves as a link between the University and its storehouse of information and expertise for the people of the Province who need access to this information and these skills in order to solve practical problems and to further personal growth and personal interests.

In order to accomplish its task, the Department offers courses, seminars, and materials in various forms to members of the Provincial community in the areas of business, fine arts, the humanities, the professions, the sciences, and through the provision of books, films, tapes, records, and educational media equipment.

Registration

Unless otherwise indicated there are no educational prerequisites for most University Extension courses.

Students wishing advice as to their selection of classes are invited to apply for interviews with members of the staff who will be pleased to discuss individual programs.

In a few courses, students are required to submit a brief résumé of education background and business experience. These are specifically noted in this calendar.

It is advisable to register in advance since registration in many courses is restricted. Applications will be accepted in order of their receipt or on an indicated basis of selection, depending on the nature of the course.

Application forms may be obtained through the Department of Extension by mail or by phoning Edmonton 432-3116.

REGISTRATION BY MAIL: Payment by cheque or money order payable to The University of Alberta should accompany application forms.

REGISTRATION IN PERSON: Extension offices are open for registration Monday through Thursday, 8:30 a.m. to 8:30 p.m., and Friday, 8:30 a.m. to 5 p.m., by September 4, 1973.

If a class is not oversubscribed students may also register at the Extension office on the first meeting of a class. Students who plan to register on the first night should report to the Extension office at least 45 minutes before the class is scheduled to begin.

In no case will telephone applications be accepted. Preliminary registration is not complete until the applicant has received a receipt for fees tendered.

The appearance of a course description in this calendar does not constitute any guarantee that the course will actually be offered. Information as to which courses will be offered, the names of the instructors, and all further details must be sought from the Department by phoning 432-3116.

In the following descriptions, terms are designated as Fall (September through December) and Winter (January through April).

The University reserves the right to restrict registration in any class, to make changes to the published list of instructors, and to cancel any class for which an insufficient number of registrations have been received.

Refunds

For detailed information on refunds, please inquire in Room 228, Corbett Hall.

Scholarships

A limited number of tuition scholarships are available for courses in the Liberal Studies Division. For further information, please telephone 432-3116.

Textbooks

Books may be obtained in advance at the Extension office. If texts are not available before the first class, every effort will be made to have them at the first meeting. The Department of Extension does not assume responsibility for return of fees when texts are not immediately available.

Parking

Daytime parking on campus has been restricted to those vehicles which are registered and have a parking permit. Permits may be obtained at the Department of Extension, Room 228, Corbett Hall. Evening parking is free. No parking is permitted in restricted zones or 24 hour reserved stalls.

Adult Student Centre

The Adult Student Centre combines the functions of a media centre and a meeting place for small groups. The media include books, journals, records, tapes, and filmstrips. Listening and viewing points for individual use of audio-visual materials are provided. The books and journals relate to the field of continuing education including adult counselling, teaching methods, community development, human resources development, and to broad areas covered by Extension courses.

The Centre is open to formal and informal groups for meetings as well as to Extension students and the general public.

Of special interest currently is the collection of materials on pollution and the environment.

Members of the public can borrow books and other printed materials for a subscription of $2 per year. Payment of a course fee includes access to books in the Adult Student Centre for six months.

Counselling Service

The Department of Extension offers educational-vocational counselling to the general public and to Extension students through its adult counselling service.

Details regarding types of assessment available and cost involved are available by contacting the Department of Extension at 432-3116.

EDUCATIONAL MEDIA DIVISION

The Educational Media Division was established in 1916 with "magic lanterns" and slide sets to serve the many isolated communities in a then agricultural Province. Its facilities today include a substantial library of 16mm educational films, filmstrips, slides, records, and tapes. It functions to provide a wide range of audio-visual material to groups of adults and organizations as a supplement to organizational programs. Through training programs, short courses, and conferences, the Educational Media Division offers instruction on the effective utilization of audio-visual materials and on their use as valuable educational devices.

16mm Film Library

Over 4,190 films in 99 subject areas are at the disposal of all interested individuals and organizations. Film materials are available at a nominal charge. A new edition of the catalogue, indexed and providing descriptions of the film materials, is available at a cost of $3 including supplement service for two years.

Audio-Visual Equipment and Rental Service

This equipment includes both 16mm and Super 8mm motion picture, filmstrip, slide, overhead and opaque projectors; tape recorders; and record players which may be rented at various rates depending on the duration of their use.

Screening Room Facilities

Facilities are available at no charge for use by representatives of organizations who wish to preview films from the film library.

Audio-Visual Reference File and Information Service

An audio-visual reference file containing a wide variety of publications, pamphlets, and journals is open to individuals and organizations interested in audio-visual communication. This file includes printed descriptions of audio-visual materials and equipment, aids to persons interested in the techniques of effective utilization of audio-visual materials, publications on general theory and practice, and reprints of a wide range of useful periodicals in the audio-visual field. This file is open to the public free of charge.

Representatives or organizations wishing to receive information and materials from the Educational Media Division should forward their requests to the Department of Extension, Educational Media Division, The University of Alberta, Edmonton.

While a good selection of film materials is now in the Educational Media Library, many more first-rate materials are available from other sources in the U.S.A. and Canada. The Educational Media Division will be happy to consult with individuals and organizations and to arrange to acquire these on a loan or rental basis.

Record and Tape Lending Service

Music and spoken word recordings on both disc and cassette tapes are available from the Educational Media Division, including CBC programs on cassette, on an individual membership. The Educational Media Division has 3,674 records and 1,117 cassettes. In addition to use by individuals, the recordings are intended to provide the basis for the educational programs of provincial organizations. Six or twelve month memberships are available. Additional information about the service can be obtained by writing to the Educational Media Division.

Instructional Programs

A variety of short courses and workshops in audio-visual communication and film programming is arranged annually by the Department of Extension through its Educational Media Division. For additional information, call 432-5047.

Independent Study

The Educational Media Division, working in co-operation with other Extension divisions, is developing a series of independent study courses. These courses, for individual or small group use, will combine slides, tapes, and printed materials in a multi-media instructional package.

EXTENSION LIBRARY

The Extension Library provides a general service to residents of Alberta who have no public library in their community. Books are sent by parcel post to individuals and families throughout the Province and to small libraries and community groups. Reading guidance and information on any subject are supplied either directly to inquirers or through inter-library loan. The collection of about 80,000 volumes includes books for adults and children of all kinds—fiction, biographies, travel, history, literature, music drama, art, handicrafts, home economics, science, religion, sociology, philosophy, and psychology.

For further information write to the Extension Library, The University of Alberta, Edmonton.

Art

VISUAL ARTS

The purpose of the Department's program in the visual arts is to provide opportunity for the acquisition of knowledge and understanding and skills, through practical experience, of those mental and physical processes involved in creation of art in two or three dimensions in both urban and rural areas.

It is intended that the program shall comprise instruction at three levels: Foundation, Intermediate, and Advanced.

FOUNDATION LEVEL

It is the intention at the Foundation Level to offer studio-based courses which will provide an introduction to the problems of seeing and perceiving, the development of basic skills, and an understanding of process as a means of visual search and expression of concepts and feelings.

Drawing I

The study of drawing as a means of visual research and enquiry.

Section I

Instructor: Robert Carmichael.

Date: Twenty-four Tuesdays commencing October 2, 1973, 1:30-4 p.m.

Fee: $60.

Class limit: 18 students.

Section II

Instructor: Robert Carmichael.

Date: Twenty-Four Tuesdays commencing October 2, 1973, 7:30-10 p.m.

Fee: $60.

Class limit: 18 students.

Section III

Instructor: Harry Savage.

Date: Twenty-four Wednesdays commencing October 3, 1973, 7:30-10:00 p.m.

Fee: $60.

Class limit: 18 students.

Section IV—Westlock Art Club

Instructor: Maria Yaciuk.

Date: Twenty sessions commencing October, 1973.

Fee: By arrangement with Mrs. M. M. Little, Box 514, Westlock.

Section V—Rimbey Art Club

Instructor: Myrtle Kleeberger.

Date: Twenty sessions commencing October, 1973.

Fee: By arrangement with Mrs. Bobby Anderson, Box 707, Rimbey.

Section VI—Athabasca Art Club

Instructor: Maria Yaciuk.

Date: Twenty sessions commencing October, 1973.

Fee: By arrangement with Mrs. Eleanor Osment, Athabasca.

Design I

Basic experience in art structure; line, space, texture, form, and color are studied in various media and in both two and three dimensions.

Section I

Instructor: D. D. Barry.

Date: Twenty-four Wednesdays commencing October 10, 1973, 1:30-4 p.m.

Fee: $60.

Class limit: 15 students.

Section II

Instructor: D. D. Barry.

Date: Twenty-four Tuesdays commencing October 9, 1973, 7:30-10 p.m.

Fee: $60.

Class limit: 15 students.

Section III—Athabasca Art Club

Instructor: Maria Yaciuk.

Date: Twenty sessions commencing October, 1973.

Fee: By arrangement with Mrs. Eleanor Osment. Athabasca.

Section IV—Hughenden Art Club

Instructor: Harry Kossowan.

Date: Twenty sessions commencing October, 1973.

Fee: By arrangement with Mrs. B. Manning, Box 7, Czar.

Section V—Edson Art Club

Instructor: Ilda Lubane.

Date: Twenty sessions commencing October, 1973.

Fee: By arrangement with Mrs. Marjorie Hook, Box 1475, Edson.

Painting I

The study and exploration of the technique of painting.

Section I

Instructor: Alfred Schmidt.

Date: Twenty-four Mondays commencing October 1, 1973, 1:30-4 p.m.

Fee: $60.

Class limit: 18 students.

Section II

Instructor: Alfred Schmidt.

Date: Twenty-four Mondays commencing October 1, 1973, 7:30-10 p.m.

Fee: $60.

Class limit: 18 students.

Section III

Instructor: Diane Whitehouse.

Date: Twenty-four Wednesdays commencing October 3, 1973, 7:30-10 p.m.

Fee: $60.

Class limit: 18 students.

Section IV—Bon Accord Art Club

Instructor: Ilda Lubane.

Date: Twenty sessions commencing October, 1973.

Fee: By arrangement with Mrs. L. Carleton, Bon Accord.

Section V—Grande Cache Art Club

Instructor: Ilda Lubane.

Date: Twenty sessions commencing October, 1973.

Fee: By arrangement with Jean Fox, Box 213, Grande Cache.

Section VI—Hinton Art Club

Instructor: Maria Yaciuk.

Date: Twenty sessions commencing October, 1973.

Fee: By arrangement with Delores Woods, Box 2598, Hinton.

Section VII—Camrose Art Club

Instructor: To be announced.

Date: Twenty sessions commencing October, 1973.

Fee: By arrangement with Mrs. L. M. Shuman, 4620-47 Street, Camrose.

Section VIII—Rocky Mountain House Art Club

Instructor: Larry Pondick.

Date: Twenty sessions commencing October, 1973.

Fee: By arrangement with Mrs. Mary Kerik, R.R. 2, Rocky Mountain House.

Section IX—Ponoka Art Club

Instructor: Myrtle Kleeberger.

Date: Twenty sessions commencing October, 1973.

Fee: By arrangement with Mrs. Helen Edwards, Box 1749, Ponoka.

Section X—Whitecourt Art Club

Instructor: Ilda Lubane.

Date: Twenty sessions commencing October, 1973.

Fee: By arrangement with Penny Cumberland, Box 955, Whitecourt.

Section XI—Wetaskiwin Art Club

Instructor: To be announced.

Date: Twenty sessions commencing October, 1973.

Fee: By arrangement with Mrs. Margaret Sutherland, Box 1316, Wetaskiwin.

Section XII—St. Paul Art Club

Instructor: To be announced.

Date: Twenty sessions commencing October, 1973.

Fee: By arrangement with Mrs. Kathy Kossowan, Box 1455, St. Paul.

INTERMEDIATE LEVEL

Further development and application of concepts and skills acquired in the Foundation Level to the special disciplines of media areas: drawing, painting, printmaking, ceramics, in both two and three dimensions.

Drawing II

An investigation of techniques, imagery, and symbolism for the development of visual concepts as a means of communication.

Section I

Instructor: H. Wohlfarth.

Date: Twenty-four Mondays commencing October 1, 1973, 1:30-4 p.m.

Fee: $60.

Class limit: 18 students.

Section II

Instructor: H. Wohlfarth.

Date: Twenty-four Mondays commencing October 1, 1973, 7:30-10 p.m.

Fee: $60.

Class limit: 18 students.

Section III

Instructor: Robert Carmichael.

Date: Twenty-four Thursdays commencing October 4, 1973, 7:30-10 p.m.

Fee: $60.

Class limit: 18 students.

Section IV—Athabasca Art Club

Instructor: H. Wohlfarth.

Date: Twenty sessions commencing October 3, 1973, 7-10 p.m.

Fee: $50 payable to The University of Alberta.

Section V—Camrose Art Club

Instructor: H. Wohlfarth.

Date: Twenty sessions commencing October 10, 1973, 7-10 p.m.

Fee: $50 payable to The University of Alberta.

Section VI—Wetaskiwin Art Club

Instructor: H. Wohlfarth.

Date: Twenty sessions commencing October 5, 1973, 7-10 p.m.

Fee: $50 payable to The University of Alberta.

Painting II

The exploratory experience of Painting I is enlarged relative to the objectives of the painter. Painting techniques, color theories, descriptive and interpretive methods of painting will be explored.

Instructor: Diane Whitehouse.

Date: Twenty-four Tuesdays commencing October 2, 1973, 7:30-10 p.m.

Fee: $60.

Printmaking II (Etching)

This course covers the basic techniques of intaglio printing (line-etching, aquatint, soft-ground etching, and drypoint). Introduction to materials and techniques process having been established, the student will be involved with problems dealing with visual communication.

Instructor: Harry Savage.

Date: Twenty-four Tuesdays commencing October 2, 1973, 7:30-10 p.m.

Fee: $70.

Class limit: 15 students.

Ceramics IIA

This course is designed as an introduction to ceramic materials and design with particular emphasis on instruction and practice in hand-building methods.

Section I

Instructor: Jack Forbes.

Date: Twenty-four Mondays commencing October 1, 1973, 7:30-10 p.m.

Fee: $110.

Class limit: 15 students.

Section II

Instructor: Jack Forbes.

Date: Twenty-four Wednesdays commencing October 3, 1973, 7:30-10 p.m.

Fee: $110.

Class limit: 15 students.

Ceramics IIB

This course is designed as an introduction to ceramic materials and design with particular emphasis on instruction and practice in wheel work.

Section I

Instructor: Jane Van Alderwegen.

Date: Twenty-four Tuesdays commencing October 2, 1973, 7:30-10 p.m.

Fee: $110.

Class limit: 15 students.

Section II

Instructor: Jane Van Alderwegen.

Date: Twenty-four Wednesdays commencing October 3, 1973, 9:30 a.m.-12 noon.

Fee: $110.

Class limit: 15 students.

ADVANCED LEVEL

Intensive exploration of concepts and skills in various media areas (drawing, painting, printmaking, ceramics) leading to identification by the student of problems and to his solution of them. The intent will be to assist the student in the development of his own personal vision and mode of expression.

Ceramics III

Emphasis in this course will be on developing individual ideas in ceramic design.

Instructor: Jane Van Alderwegen.

Date: Twenty-four Thursdays commencing October 4, 1973, 7:30-10 p.m.

Fee: $110.

Class limit: 15 students.

Drawing and Painting III

Continuing instruction and exploration of techniques both traditional and contemporary. The latter part of the course is designed to permit the student to develop self-initiated projects in his or her own choice of available media and to test his or her ability to organize and complete a program within the condition of the assignments he sees for himself or herself.

Section I—Athabasca Art Club

Instructor: H. Wohlfarth.

Date: Twenty sessions commencing October 3, 1973, 7-10 p.m.

Fee: $50 payable to The University of Alberta.

Section II—Camrose Art Club

Instructor: H. Wohlfarth.

Date: Twenty sessions commencing October 10, 1973, 7-10 p.m.

Fee: $50 payable to The University of Alberta.

Section III—Wetaskiwin Art Club

Instructor: H. Wohlfarth.

Date: Twenty sessions commencing October 5, 1973, 7-10 p.m.

Fee: $50 payable to The University of Alberta.

SHORT COURSES

Intermediate Printmaking (Silk Screen)

A brief introduction to the history of silk screen and the contemporary scene. This course will cover the basic techniques of silk screening dealing with touche, crayon, glue, pro-film, and photo stencils, with an introduction to darkroom procedures involving developing of films, enlarging, and film screens. Once process has been established, the student will be involved with problems dealing with visual communications.

Section I

Instructor: Harry Savage.

Date: Twelve Mondays commencing October 1, 1973, 7:30-10 p.m.

Fee: $40.

Class limit: 12 students.

Section II

Instructor: Harry Savage.

Date: Twelve Mondays commencing January 21, 1974, 7:30-10 p.m.

Fee: $40.

Class limit: 12 students.

Intermediate Color Intaglio Printing

Introduction to the Stanley Hayter technique of color intaglio printing. The course covers deep etching and hand working the plate, ink viscosity, oils and rollers.

Instructor: Urmila Garg.

Date: Ten Wednesdays commencing January 9, 1974, 7:30-10 p.m.

Fee: $45.

Class limit: 12 students.

Painting (Watercolor)

Study and exploration of the technique of watercolor painting.

Instructor: Diane Whitehouse.

Date: Ten Mondays commencing October 1, 1973, 7:30-10 p.m.

Fee: $30.

Class limit: 15 students.

Painting (Portrait)

Drawing and painting from portrait and life models.

Instructor: Paul Braid.

Date: Twenty Thursdays commencing October 11, 1973, 7:30-10 p.m.

Fee: $55.

Class limit: 18 students.

Painting (Oil)

Study and exploration of the technique of oil painting.

Instructor: D. D. Barry.

Date: Twenty Thursdays commencing October 11, 1973, 7:30-10 p.m.

Fee: $55.

Class limit: 15 students.

Painting (Landscape)

Outdoor and studio work, instruction in landscape painting and sketching.

Instructor: Paul Braid.

Date: Ten Saturdays commencing September 15, 1973, 9:30 a.m.-12 noon.

Fee: $30.

Class limit: 18 students.

Life Drawing

Studio facilities and models will be provided for professional artists and art students. No instruction will be offered.

Section I

Date: Twenty Wednesdays commencing October 10, 1973, 9:30 a.m.-12 noon.

Fee: $25.

Section II

Date: Twenty Fridays commencing October 12, 1973, 7:30-10 p.m.

Fee: $25.

Portrait and Life Painting

Studio facilities and models will be provided for professional artists and art students. No instruction will be offered.

Date: Twenty Fridays commencing October 12, 1973, 7:30-10 p.m.

Fee: $25.

Basic Visual Communication Design

An introduction to typography and illustration (drawing and photography), and how these elements can be used to visually communicate ideas and information in the context of posters, booklets, visual aids, and charts. This course will be mainly studio based, with supplementary lectures, and is likely to be of interest to teachers and students with no previous knowledge in the subject.

Instructor: Kenneth Hughes.

Date: Twenty Wednesdays commencing October 10, 1973, 7:30-10 p.m.

Fee: $55.

Class limit: 15 students.

Basic Photography

For students with little or no experience, this course will introduce camera and darkroom techniques. Field trips and darkroom procedures will be scheduled.

Section I

Instructor: Jim Dow.

Date: Eight Wednesdays commencing October 3, 1973, 7:30-10 p.m.

Fee: $55.

Class limit: 9 students.

Section II

Instructor: Jim Dow.

Date: Eight Wednesdays commencing January 16, 1974, 7:30-10 p.m.

Fee: $55.

Class limit: 9 students.

Intermediate Photography

The exploration and application of technical controls for the making of photographic negatives and prints. Influence of light on image-making design aspects and formal considerations, content, and expression. Field trips and darkroom procedures will be scheduled.

Section I

Instructor: Jim Dow.

Date: Eight Thursdays commencing October 4, 1973, 7:30-10 p.m.

Fee: $55.

Class limit: 9 students.

Section II

Instructor: Jim Dow.

Date: Eight Thursdays commencing January 17, 1974, 7:30-10 p.m.

Fee: $55.

Class limit: 9 students.

Basic Ceramics

This course will include studio instruction and practice. Practical work in the studio will include lecture-demonstrations explaining the use of clay, handbuilding, wheel methods, and decoration techniques.

Instructor: Jack Forbes.

Date: Twenty Fridays commencing October 12, 1973, 7:30-10 p.m.

Fee: $90.

Class limit: 15 students.

ART APPRECIATION

Primitive Art

A series of illustrated lectures and discussions on primitive art styles including prehistoric European art, prehistoric Oriental art, African Art, art of the Pacific Islands and Australia, South American art, Central American art, North America: desert peoples of the Southwest, prehistoric Moundbuilders, Eastern Woodlands peoples, plains peoples, Northwest Coast Indians, Eskimo art.

Section I

Instructor: Trisha Gessler.

Date: Twelve Thursdays commencing January 10, 1974, 1:30-3:30 p.m.

Fee: $30.

Section II

Instructor: Trisha Gessler.

Date: Twelve Thursdays commencing January 10, 1974, 8-10 p.m.

Fee: $30.

Canadian Art

This lecture course will outline the character and development of painting in Canada from earliest times to the present. The works of major Canadian painters will be shown using color slides arranged and commented on by the lecturer. The intention will be to broaden and enrich the cultural understanding of persons interested in art and Canada, the cross section of Canadian life reflected in this country's painting, and our aesthetic accomplishments.

Instructor: J. E. Martin.

Date: Ten Wednesdays commencing October 10, 1973, 7:30-9 p.m.

Fee: $25.

THE UNIVERSITY OF ALBERTA CERTIFICATE PROGRAMS

MANAGEMENT DEVELOPMENT PROGRAM

The Management Development Program, arranged by the Department of Extension in cooperation with the Faculty of Business Administration and Commerce, is designed for managers with two or three years of experience who have reached at least the lower-middle echelons of their companies and organizations. It is open to qualified men and women of proven ability and high promise, over 25 years of age with a senior high school diploma, whose previous experience has been mainly of a specialized nature and who need a broadened background of knowledge and understanding in the management of the overall business to realize their full potential for advancement to higher positions.

The Management Development Program has been designed, therefore, to expose participants to the operational aspects of the full range of functions of a business enterprise. By adding a new level of awareness to their specialized competence, the program seeks to broaden the outlook of participants and to develop their capacity for increased responsibility. At the same time, the Management Development Program seeks to introduce participants to the latest approaches, techniques, and concepts in the various areas of specialization in order to enhance their effectiveness in their current assignments.

To these ends, the program has set for itself the following objectives:

(a) To develop among the participants a fundamental and comprehensive grasp of basic management functions;

(b) To improve the participants' analytical skills and readjust their personal attitudes;

(c) To illuminate the interlocking character of interpersonal problems, the interrelations of the many corporate decisions at various levels and in different areas, and the overall interdependence of the departments, divisions, and functions within the organizational entity;

(d) To foster the practical and moral attitudes that characterize the professional career executive, with a special emphasis on the appreciation of recent developments in the management field and the complex role of the manager in a modern enterprise; and

(e) To heighten the participants' awareness of the ever-changing socio-economic and political environments in which business exists and functions.

Experience in management development in North America testifies that there is no shortcut to achieving these far-reaching goals. An educational experience of lasting impact and value requires an important investment of time. For this reason, and to accomplish its purpose, the Management Development Program has been designed to provide at least two years of intensive study. During this time, the participants are deeply involved in a coordinated program involving six courses, three core and three optional. To qualify for The University of Alberta Certificate in Management Development, a candidate must complete these six courses with a minimum grade of 50 per cent, and must obtain at least 65 per cent in two of these subjects.

ADVISORY COMMITTEE

E. R. G. Burgess, Manager, Royal Bank of Canada, Main Branch, Edmonton
D. D. Campbell, Director of Extension, The University of Alberta
R. R. Faryon, Associate Professor of Extension, The University of Alberta
D. S. K. Gray, President, Western Mack Truck and Equipment Limited, Edmonton

A. Hecht, Edmonton Journal, Edmonton

J. R. Kandler, Comptroller-Administration Manager, Healy Ford Center, Edmonton

C. M. Lockwood, Assistant Director of Extension, The University of Extension

R. E. Schneck, Professor of Business Administration and Commerce, The University of Alberta

E. H. Shaffer, Associate Professor of Business Administration and Commerce, The University of Alberta

I. K. Sutherland, Vice-President, North Western Pulp and Power Limited, Hinton

R. Sutherland, President, Canadian Engineering Surveys Ltd., Edmonton

Structure of the Program

The solution of administrative problems demands not only recognition of the relevant facts and issues, the application of existing knowledge to the problems, and the use of appropriate tools of analysis, but also a keen awareness that action will be taken by and through organizations of people.

The Management Development Program has been designed to cover all the major areas of business administration. While the practice of business is not divided into separate sections and specialties, but is rather a continuous stream of related activities and decisions involving many different situations and people, the program is, for teaching purposes, broken up into courses covering each of the major areas of administration: functions such as marketing and personnel; skills such as organization behaviour and communications; techniques of management control and quantitative methods; and the integration of the various functions in business policy and general management.

Fees and Registration

The fee per subject is $120, inclusive of textbooks and materials. Payment of fees must accompany each application. The Department will invoice employers when advised to do so by the applicants.

Application forms may be obtained by calling the Department of Extension at 432-3116.

The University reserves the right to restrict registration in any class or to cancel any class for which there is insufficient registration. As the size of classes is limited, it may be necessary to request accepted candidates to start the program with a subject different from the one applied for.

Withdrawals

As many students are turned away because of lack of space in particular classes, requests for refunds will not be considered after the second lecture has been presented. Refund requests must be in writing and should be addressed to the Department of Extension, The University of Alberta, before the second lecture. A $10 registration fee, plus a pro rata charge for the first lecture, will be withheld from all refunds. The cost of textbooks is also withheld, unless the books are returned to the Department unmarked.

Exemptions

If a student feels that the three required courses will cause him to repeat work successfully completed in the past he may be allowed to write the final or supplementary examination for the particular subject. If he passes, his mark will be recorded. The fee for this will be $15. The student may, alternatively, be allowed to waive the required course and take an optional course in its place.

Equivalent subjects in similar certificate programs taken at other universities will be accepted, up to a maximum of three courses.

A student who wishes to transfer from the Personnel Administration Program to the Management Development Program, or vice versa, will be granted exemptions for Business Organization and Administration and Canadian Economic Development only.

Exemptions for optional courses will not be granted.

COURSES

The following courses, unless otherwise noted, will be offered once a week in two, two and one-half, or three hour sessions starting the week of October 1, 1973.

REQUIRED COURSES

Business Organization and Administration

This course examines the theory and practice of the viable organization in three major parts: the organizational environment, the organizational structure and the behavior of individuals within the organization. Specific topics covered include the social role of managers, structural design, individual perception, motivation, decision making, and management by objectives. The course objective is to provide the practicing businessman with a better understanding of the organizational-human interface to enable him to develop a more effective management style. (50 hours).

Section I

Mondays commencing October 1, 1973,
7:30-9:30 p.m.

Section II

Tuesdays commencing October 2, 1973,
7-10 p.m.

Section III

Wednesdays commencing October 3, 1973,
7:30-9:30 p.m.

Financial Accounting and Managerial Controls

This course looks at how accounting can provide information to serve the managerial decision-making process. The financial accounting portion of the course serves as an introduction to the major areas of financial data accumulation, reporting, and analysis for decision makers, who must view the organization from an external position.

The second portion, managerial controls, views the accounting process from an internal user's standpoint. Various methods of reporting the accounting data are available which allow the decision maker to obtain relevant data for his decisions. Methods of forecasting and planning are also evaluated in the light of the needs of the integral user. (50 hours).

Section I

Mondays commencing October 1, 1973,
7:30-9:30 p.m.

Section II

Tuesdays commencing October 2, 1973,
7:30-9:30 p.m.

Section III

Wednesdays commencing October 3, 1973,
7:30-9:30 p.m.

Canadian Economic Development

Factors influencing Canada's economic development and the techniques used in modern economic analysis are dealt with in this course. The emphasis will be on the analysis of economic events and policies against a background of Canadian data and institutional practices. The special Canadian concerns of international trade and foreign economic policy, regionalism and federalism, and raw material production will also be considered. (50 hours).

Section I

Mondays commencing October 1, 1973,
7:15-9:45 p.m.

Section II

Tuesdays commencing October 2, 1973,
7:15-9:45 p.m.

Section III

Wednesdays commencing October 3, 1973,
7:15-9:45 p.m.

OPTIONAL COURSES

Personnel Administration

This course focuses on the human problems of the business organization and analyzes the techniques that have been developed to cope with these problems. The personnel function is examined more from the perspective of the line manager than from that of the staff personnel specialist. However, the role of the staff specialist in developing and maintaining viable and progressive personnel policies and practices is examined.

The initial phases of the course will emphasize the theoretical basis of supervisory management and personnel administration. This will enable students to acquire an appropriate theoretical framework for assessing the utility of the various personnel approaches and programs for different types of organizations. The major personnel functions will be explored in some detail. (50 hours).

Thursdays commencing October 4, 1973,
7:30-9:30 p.m.

Commercial Law

This course concentrates on an introduction to the Canadian legal system with emphasis on legal problems affecting the administration of business enterprises. The topics covered will include the law of contract, as contracts form one of the basic legal relationships in business, and the law of real property, another important area of concern for business. (50 hours).

Mondays commencing October 1, 1973,
7:30-9:30 p.m.

Marketing

This course will consider marketing concepts and strategies and their personal and external relationships. The management of marketing will also be considered with emphasis on marketing research, analysis, planning, and control. Case studies will be utilized to provide an opportunity to apply marketing principles in examining Canadian business problems. (50 hours).

Wednesdays commencing October 3, 1973,
7:30-9:30 p.m.

Business Policy

Business Policy is the study of the functions and responsibilities which affect the character and success of the total enterprise. The problems of policy in business have to do with the choice of purposes, the molding of organizational character, and the resources for the attainment of goals in the face of competition or adverse circumstances.

In Business Policy, the problems considered and the point of view assumed in analyzing and dealing with them are those of the chief executive or general manager whose primary responsibility is the enterprise as a whole. Cases are drawn from companies of various sizes and widely diverse industries. The purpose of instruction is to develop in the student a general management point of view rather than a specialist's departmental orientation. Business Policy builds upon and integrates the total work of the Management Development Program. (50 hours).

Mondays commencing October 1, 1973,
7:30-9:30 p.m.

Business Communications

The obstacles posed by modern society to the process of understanding and being understood will be attacked using a variety of approaches and techniques. Topics to be covered will include programmed learning, group dynamics, self-connection, and the psychology of communications. (50 hours).

Wednesdays commencing January 9, 1974,
7-10 p.m.

Taxation

This course will examine aspects of the New Tax Act which came into effect January 1, 1972. Topics of discussion include the structure of the taxing scheme, basic rules for computation of income and tax, personal exemptions and deductions, estate planning, life insurance, and buy and sell agreements. The course will deal with the distinction between income from business and from property, depreciation and depletion, and capital gains and income. (50 hours).

Mondays commencing January 7, 1974,
7-10 p.m.

The other courses in this series, Purchasing, Production Management, Commercial Data Processing, Advertising, and Business Finance, will not be offered during 1973-74.

PERSONNEL ADMINISTRATION PROGRAM

The Personnel Administration Program is arranged by the Department of Extension in cooperation with the Faculty of Business Administration and Commerce and the Edmonton Personnel Association. The program is designed to provide pertinent educational background and a knowledge of up-to-date methods in the personnel field.

ADVISORY COMMITTEE

R. R. Faryon, Associate Professor of Extension, The University of Alberta

J. L. Fee, Industrial Relations Assistant, Canadian Utilities Limited, Edmonton

F. R. Harris, Staffing Development and Training Officer, Public Service Commission of Canada, Edmonton

C. M. Lockwood, Assistant Director of Extension, The University of Alberta

D. B. Mitchell, Industrial Relations Director, Canadian Utilities Limited, Edmonton

A. N. Nedd, Associate Professor of Business Administration and Commerce, The University of Alberta

K. L. Wickenberg, Staff Development Officer, Personnel Administration Office, Government of Alberta, Edmonton

P. H. Workman, Personnel Officer, Personnel Department, The University of Alberta

Admission Requirements

Applicants will be expected to be over the age of 25; to have a senior high school diploma; and to have recognized personnel, supervisory, or managerial experience.

Applicants who do not have a senior high school diploma but who have suitable experience may be admitted to the program conditionally and, if successful in their first term, be allowed to continue.

Applications to enroll in individual courses by students who do not wish to complete the requirements for a certificate will be considered.

Fees and Registration

The fee per subject, inclusive of textbooks and materials, is $120 for the 50 hour courses and $75 for the 30 hour courses. The fee payment must accompany each application. The Department will invoice employers when advised to do so by the applicants.

Application forms may be obtained by calling the Department of Extension at 432-3116.

The University reserves the right to restrict registration in any class or to cancel any class for which there is insufficient registration. As the size of classes is limited, it may be necessary to request accepted candidates to start the program with a subject different from the one applied for.

Withdrawals

As many students are turned away because of lack of space in particular classes, requests for refunds will not be considered after the second lecture has been presented. Refund requests must be in writing and should be addressed to the Department of Extension, The University of Alberta, before the second lecture. A $10 registration fee, plus a pro rata charge for the first lecture, will be withheld from all refunds. The cost of textbooks is also withheld, unless the books are returned to the Department unmarked.

Exemptions

If a student feels that the three required courses will cause him to repeat work successfully completed in the past, he may be allowed to write the final or supplementary examination for the particular subject. The fee for this will be $15. The student may alternatively be allowed to waive the required course and take an optional course in its place.

Equivalent subjects in similar certificate programs taken at other universities will be accepted, up to a maximum of three courses.

A student who wishes to transfer from the Personnel Administration Program to the Management Development Program, or vice versa, will be granted exemptions for Business Organization and Administration and Canadian Economic Development only.

Exemptions for optional courses will not be granted.

COURSES

The following courses, unless otherwise noted, will be offered once a week in two, two and one-half, or three hour sessions starting the week of October 1, 1973.

To qualify for a University of Alberta Certificate in Personnel Administration, all seven subjects must be completed with a minimum grade of 50 per cent.

Business Organization and Administration

This course examines the theory and practice of organization and administration under three major headings: the organizational environment, the organizational structure, and the behavior of individuals within the organization. Specific topics covered include the social role of managers, structural design, individual perception, motivation, decision making, and management by objectives. The course objective is to provide the practicing businessman with a better understanding of the organizational-human interface to enable him to develop a more effective management style. (50 hours).

Section I

Mondays commencing October 1, 1973,
7:30-9:30 p.m.

Section II

Tuesdays commencing October 2, 1973,
7-10 p.m.

Section III

Wednesdays commencing October 3, 1973,
7:30-9:30 p.m.

Canadian Economic Development

Factors influencing Canada's economic development and the techniques used in modern economic analysis are dealt with in this course. The emphasis will be on the analysis of economic events and policies against a background of Canadian data and institutional practices. The special Canadian concerns of international trade and foreign economic policy, regionalism and federalism, and raw material production will also be considered. (50 hours).

Section I

Mondays commencing October 1, 1973,
7:15-9:45 p.m.

Section II

Tuesdays commencing October 2, 1973,
7:15-9:45 p.m.

Section III

Wednesdays commencing October 3, 1973,
7:15-9:45 p.m.

Personnel Administration

This course focuses on the human problems of the business organization and analyzes the techniques that have been developed to cope with these problems. The personnel function is examined more from the perspective of the line manager than from that of the staff personnel specialist. However, the role of the staff specialist in developing and maintaining viable and progressive personnel policies and practices is examined.

The initial phases of the course will emphasize the theoretical basis of supervisory management and personnel administration. This will enable students to acquire an appropriate theoretical framework for assessing the utility of the various personnel approaches and programs for different types of organizations. The major personnel functions and the wide range of techniques adopted to discharge these functions will be explored in some detail. (50 hours).

Thursdays commencing October 4, 1973,
7:30-9:30 p.m.

Training and Development of the Work Force

This course helps to equip the student to understand responsibilities in assisting the business organization to acquire and develop the human resources it needs to meet its objectives. (30 hours).

Mondays commencing October 1, 1973,
7:30-9:30 p.m.

Salary and Wage Administration

This course informs the student about theory and practice in the area of establishing compensation procedures for various levels of employees. (30 hours).

Thursdays commencing October 4, 1973,
7:30-9:30 p.m.

Labour Relations

Provincial legislation, bargaining, conciliation, and arbitration, among other topics, will be covered to prepare the students for dealing with union and other labour relations problems. (30 hours).

Mondays commencing January 7, 1974,
7:30-9:30 p.m.

Techniques of Interviewing

Interviewing techniques and types of interviews will be examined with discussion on the application of these and related principles to various areas of the personnel function. Practical application will be stressed where possible within the framework of the subject area. (30 hours).

Thursdays commencing January 10, 1974,
7:30-9:30 p.m.

MANAGEMENT SCIENCE PROGRAM

The Management Science Programme is arranged by the Department of Extension in cooperation with the Faculty of Business Administration and Commerce, and the Departments of Computing Science and Computing Service.

The courses are designed for persons aiming at the application of Management Science methods to management problems. While no particular background or specialization beyond a high school matriculation is required, preference will be given to applicants with a managerial and quantitative background. No particular mathematical training beyond high school mathematics is assumed in the courses however.

The instructional approach will be descriptive and non-technical except where unavoidable. The use of the computer and other analytical tools will be introduced through problem solving methods. The emphasis in class sessions will be on technique. Background readings will be used to illustrate practical applications of these techniques.

Topics to be covered in the program will include introduction to management science operations research, network models, facility location models, inventory control, linear programming, systems dynamics, dynamics programming, queuing models, Monte Carlo methods, decision trees, quality control methods, forecasting, production scheduling, branch and bound method, planning the use of computers in management systems, simulation languages, and operational gaming.

Objectives of the Program

The objectives of the program are to give a general appreciation of the fields of management science, systems analysis, and operations research; to enable the graduate to recognize the general kinds of problems he is dealing with in practice, and some idea of how a solution of the problems can be obtained; to give some facility in setting up a problem in a form where it can be solved by a technical specialist, such as an operations research or computer specialist; to give some facility in interpreting and applying the results of a formal problem analysis; and to give an appreciation of the role of the computer in dealing with management decision problems.

ADVISORY COMMITTEE

D. H. Bent, Director of Computing Services, The University of Alberta

R. R. Faryon, Associate Professor of Extension, The University of Alberta

C. M. Lockwood, Assistant Director of Extension, The University of Alberta

G. D. Roberts, Branch Manager, IBM Canada Limited, Edmonton

D. Ruptash, Director, Consultative Services, Alberta Hospital Association, Edmonton

G. H. Shaw, Western Canada Manager, Information Systems Division, Imperial Oil Limited, Edmonton

J. Warwaruk, Professor of Civil Engineering, The University of Alberta

P. R. Winters, Associate Dean, Graduate Studies, Faculty of Business Administration and Commerce, The University of Alberta

Admission Requirements

Applicants will be expected to be over the age of 25, to have a senior high school diploma, and to have supervisory, or managerial experience.

Applicants who do not have a senior high school diploma but who have suitable experience may be admitted to the program conditionally, and, if successful in their first term, allowed to continue.

Applications to enroll in individual courses by students who do not wish to complete the requirements for a certificate will be considered.

Fees and Registration

The fee per subject, inclusive of textbooks and materials, is $120. The fee payment must accompany each application. The Department will invoice employers when advised to do so by the applicants.

Application forms may be obtained by calling the Department of Extension at 432-3116.

The University reserves the right to restrict registration in any class or to cancel any class for which there is insufficient registration. As the size of classes is limited, it may be necessary to request accepted candidates to start the program with a subject different from the one applied for.

Withdrawals

As many students are turned away because of lack of space in particular classes, requests for refunds will not be considered after the second lecture has been presented. Refund requests must be in writing and should be addressed to the Department of Extension, The University of Alberta, before the second lecture. A $10 registration fee, plus a pro rata charge for the first lecture, will be withheld from all refunds. The cost of textbooks is also withheld, unless the books are returned to the Department unmarked.

COURSES

The following courses will be offered twice a week in two and one-half hour sessions starting the week of October 1, 1973.

To qualify for a University of Alberta Certificate in Management Science, all four subjects must be completed with a minimum grade of 50 per cent. The program is designed in a lock-step fashion so that each course is a prerequisite to the following course.

Students will learn to use the University time-sharing computer system for problem solving. The programming language will be APL. Computing exercises will consist of setting up simple programs for typical problems, and the use of library programs.

The use of the computer will be introduced gradually throughout the courses. Computer terminals will be available for class use on evenings when regular class sessions are scheduled.

Introduction to Management Science

A descriptive overview of the philosophy, techniques, and implementation of management science in organizations, this course will analyze the systems approach, problem formulation, theories of operations research, and the implementation and control of solutions. The basic mathematical tools essential for an understanding of the approach will be presented. (50 hours).

Mondays and Thursdays commencing October 1, 1973, 7-9:30 p.m.

Systems Analysis—Theory and Application

An examination of the identification, analysis, and correction of systems design problems in organizations will constitute part of this course. In addition, there will be an analysis of simulation and management games, the uses of computers in systems design, and the methods of managing a systems study. (50 hours).

Mondays and Thursdays commencing January 7, 1974, 7-9:30 p.m.

Techniques of Operations Research

A more advanced study of the operation research methods discussed in the first course, this course will analyze linear programming, network analysis, production and inventory control, and decision making under uncertainty. (50 hours).

October, 1974.

Case Studies and Implementation in Management Science

This course attempts to integrate the theories and methods presented in the first three courses through case studies and analysis of large scale problems. Students will be given an opportunity to carry out individual and group projects. (50 hours).

January, 1975.

COMPUTER PROGRAMMING PROGRAM

Arranged by the Department of Extension in cooperation with the Office of Administrative Data Processing, and the Departments of Computing Services and Computing Science, this program is designed to aid those individuals who intend to pursue a career in data processing.

ADVISORY COMMITTEE

W. S. Adams, Associate Professor of Computing Science, The University of Alberta

D. H. Bent, Director of Computing Services, The The University of Alberta

G. E. Dizy, Systems Development Coordinator, Systems and Computer Services Department, Imperial Oil Limited, Edmonton

R. R. Faryon, Associate Professor of Extension, The University of Alberta

C. M. Lockwood, Assistant Director of Extension, The University of Alberta

J. A. Ogle, Systems Manager, Office of Administrative Data Processing, The University of Alberta

G. A. Mulhall, Director of Administrative Data Processing, The University of Alberta

V. E. Yanda, Manager, Information Services, Department of Computing Services, The University of Alberta

Admission Requirements

Applicants will be expected to be over the age of 21, to have a senior high school diploma, and to have experience in business, industry, or government.

Applicants who do not have a senior high school diploma but who have suitable experience may be admitted to the program conditionally, and, if successful in their first term, allowed to continue.

Applications to enroll in individual courses by students who do not wish to complete the requirements for a certificate will be considered.

Fees and Registration

The fee per subject varies with the type of computer utilized and the number of class sessions. The fee schedule is listed below with the individual courses. Fee payment must accompany each application. The Department will invoice employers when requested to do so.

Application forms may be obtained by calling the Department of Extension at 432-3116.

The University reserves the right to restrict registration in any class or to cancel any class for which there is insufficient registration. As the size of classes is limited, it may be necessary to request accepted candidates to start the program with a subject different from the one applied for.

Withdrawals

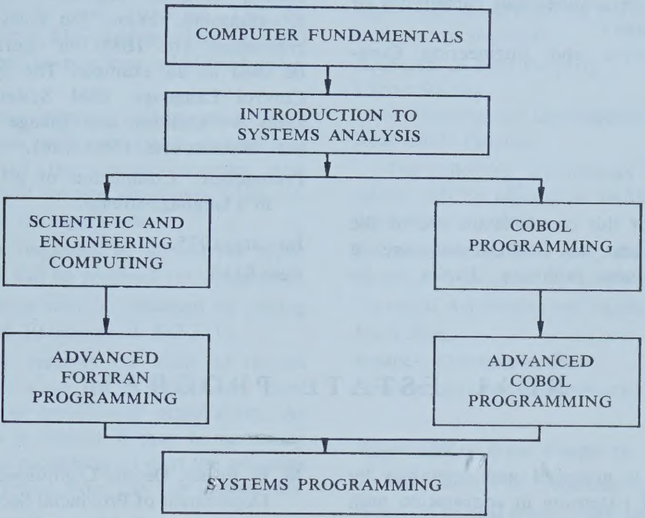
As many students are turned away because of lack of space in particular classes, requests for refunds will not be considered after the second lecture has been presented. Refund requests must be in writing and should be addressed to the Department of Extension, The University of Alberta, before the second lecture. A $10 registration fee, plus a pro rata charge for the first lecture, will be withheld from all refunds. The cost of textbooks is also withheld, unless the books are returned to the Department unmarked.

COURSES

The following courses, unless otherwise noted, will be offered once a week in two and one-half hour sessions starting the week of October 1, 1973.

Students may concentrate on either the scientific (FORTRAN) language stream, or the business (COBOL) language stream, as illustrated below.

To qualify for a University of Alberta Certificate in Computer Programming, a student must successfully complete five subjects in the correct sequence. Grades are assigned on a pass-fail basis.


COMPUTER FUNDAMENTALS
INTRODUCTION TO SYSTEMS ANALYSIS
SCIENTIFIC AND ENGINEERING COMPUTING
COBOL PROGRAMMING
ADVANCED FORTRAN PROGRAMMING
ADVANCED COBOL PROGRAMMING
SYSTEMS PROGRAMMING

Computer Fundamentals

This course is a basic introduction to the concept of computers and the computing industry. Students will be given some preliminary experience with applications of computers, stored programs, computer components, telecommunication devices, data transmission, and problem-solving with computers. A short introduction to FORTRAN is also included. (26 hours).

Tuesdays commencing October 2, 1973,
7-9:30 p.m.

Fee: $75.

Introduction to Systems Analysis

The systems analysis approach will be illustrated by organizing and solving some typical problems. In addition, there will be a focus on the development of program libraries, application packages, operating systems, information storage and retrieval, and file management. FORTRAN will be the instructional language although an introduction to COBOL is also included. (30 hours).
Prerequisite: Computer Fundamentals.

Mondays commencing October 1, 1973,
7-9:30 p.m.

Fee: $85.

Scientific and Engineering Computing

Computational methods for various common specific and engineering problems will be presented. Solution of equations, numerical integration, simulation operations research problems, and problems of numerical analysis will be discussed. Exercises will be programmed in FORTRAN and students will be introduced to programs in the IBM/360 program library. (30 hours).
Prerequisite: Introduction to Systems Analysis.

Mondays commencing January 7, 1974,
7-9:30 p.m.

Fee: $95.

COBOL Programming

Intended as a continuation of the COBOL programming discussed in the Introduction to Systems Analysis course, this course will introduce the more sophisticated capabilities of COBOL F.

A number of problems, drawn from common business applications, will be solved using the IBM/360 COBOL F compiler. (30 hours).
Prerequisite: Introduction to Systems Analysis.

Tuesdays commencing January 8, 1974,
7-9:30 p.m.
Fee: $95.

Advanced FORTRAN

A continuation of the Scientific and Engineering Computing course, this course will introduce students to the more sophisticated capabilities of FORTRAN. (30 hours).
Prerequisite: Scientific and Engineering Computing.

October, 1974.

Fee: $95.

Advanced COBOL

The emphasis of this course is the use of the systems approach and the COBOL language to solve realistic business problems. Topics to be discussed will include problem definition, work organization, and documentation of programs. (30 hours).

Prerequisite: COBOL Programming.

October, 1974.

Fee: $110.

Systems Programming

This course discusses the general problems of the organization of a computing center, operating systems, selection of devices, multiprogramming, remote job entry, interactive programming. The IBM/360 operating system will be used as an example. The syntax of the Job Control Language, IBM System Utilities, IBM Data Set Utilities, and Likage Editor will form part of the course. (50 hours).

Prerequisite: Completion of all previous courses in a language stream.

January, 1975.

Fee: $110.

REAL ESTATE PROGRAM

This program is arranged and organized by the Department of Extension in cooperation with the Faculty of Business Administration and Commerce, The University of Alberta, and the Alberta Real Estate Association.

This program will be of interest to real estate personnel, public and private investors, lenders, construction personnel, and interested individuals who wish to obtain a knowledge of basic real estate concepts and practices. Specialized real estate subjects are combined with basic business courses to provide the student with a broad based program that may be selected to meet his specific requirements.

ADVISORY COMMITTEE

D. A. Bancroft, Professor of Extension, The University of Alberta

G. B. Buchwald, F.R.I., Alberta Real Estate Association, Edmonton

D. D. Campbell, Director of Extension, The University of Alberta

C. W. Carr, Secretary-Treasurer, Alberta Real Estate Association, Edmonton

G. L. Downey, F.R.I., A.A.C.I., Education Committee Chairman, Alberta Real Estate Association, Edmonton

M. H. Fisher, Deputy Commissioner of Insurance, Department of Provincial Secretary, Government of Alberta, Edmonton

G. Linder, Administrative Officer, Division of Continuing Education, The University of Calgary, Calgary

J. K. Lyle, F.R.I., Alberta Real Estate Association, Edmonton

M. Maher, Associate Professor of Business Administration and Commerce, The University of Alberta

S. M. McFadyen, Associate Professor of Business Administration and Commerce, The University of Alberta

D. J. Weideman, Associate Professor of Extension, The University of Alberta

General Information

To qualify for the Real Estate Certificate a candidate must complete three courses of 50 hours duration of which Commercial Law is compulsory, and three courses of 30 hours duration. Optional subjects are offered to allow the students to select the subjects that will best suit their needs.

Students are required to select home assignments and write at least two examinations in each subject in addition to attending lectures.

Admission Requirements

Applicants to this program will be expected to have a senior high school diploma and be over the age of 25, in addition to having recognized experience in management.

Those who lack Grade XII standing but who have had suitable experience may be admitted to the program conditionally and, if successful, invited to continue.

Fees and Registration

The fee per 50 hour subject is $120 and is inclusive of textbooks and materials. The fee per 30 hour subject is $75. Students may be asked by their instructors to purchase additional reference books.

Cheques for fees must accompany each application. Applications with postdated cheques are not processed until the cheque becomes due. The Department will invoice employers when advised to do so by the applicants.

Registrants are requested to fill out the application in full, or it will be returned for completion.

Application forms may be obtained by calling the Department of Extension at 432-3116.

The University reserves the right to restrict registration in any class or to cancel any class for which there is insufficient registration. As the size of classes is limited, it may be necessary to request accepted candidates to start the program with a subject different from the one applied for.

Withdrawals

As many students are turned away because of lack of space in particular classes, requests for refunds will not be considered after the second lecture has been presented. Refund requests must be in writing and should be addressed to the Department of Extension, The University of Alberta, before the second lecture. A $10 registration fee, plus a pro rata charge for the first lecture, will be withheld from all refunds. The cost of textbooks is also withheld, unless the books are returned to the Department unmarked.

Supplemental Examinations

These examinations may be written by those students who were unsuccessful in their courses and who are deemed eligible by their instructors. A student is permitted to write only two examinations in any one subject without reapplying for admittance.

Supplementals are written in early September and a fee of $10 is charged for each examination.

Adult Student Centre

The Centre has a collection of books that is relevant and useful to the certificate program students.

Students enrolled in certificate programs have free book borrowing privileges for six months from registration provided that the student presents proof of enrollment—the pink receipt slip or letter of confirmation. No library card will be issued without this proof of enrollment.

COURSES

The following are subjects of 30 hours, all of which will be offered in 1973-74. Three of these courses are required:

Appraisal of Real Property
Urban Studies
Land Planning and Development
Real Estate Finance

The following are subjects of 50 hours, all of which will be offered in 1973-74. Three of these courses are required:

Business Organization and Administration
Canadian Economic Development
Financial Accounting and Managerial Controls
Marketing
Business Communications
Commercial Law (compulsory)

Appraisal of Real Property

The theory of fundamentals underlying the valuation of real estate is the subject of this course. Land rights, property utility, physical improvements, restrictive uses, and other factors that make up value will be discussed. Principles of appraisal will be explored with a description of the three most common techniques of establishing value: the market approach, the cost approach, and the income approach. (30 hours).

Instructor: D. N. Liteplo.

Date: Wednesdays commencing October 3, 1973, 7:15-9:45 p.m.

Urban Studies

This course deals with the study of cities with emphasis on urban government, sociological problems, geographical growth, and the functional relationships of various land uses leading toward a discussion of the problems of land utilization in urban areas. The various forces which shape our cities and have an impact upon the life, form, and structure of the city will be explored. (30 hours).

Instructor: Denis B. Johnson.

Date: Thursdays commencing October 4, 1973, 7:15-9:45 p.m.

Land Planning and Development

An introduction into land planning theory will be the focus of this course through a study of community planning and development which emphasizes the attitudes and practices of public planning agencies, land developers, planning consultants, and investors. Historical and current planning concepts will be discussed directed toward application of theory within the province. Planning legislation and the function of the various planning authorities, commissions, and boards will be described. The effects of by-laws, zoning, subdivision, and other planning controls will be discussed. (30 hours).

Instructor: Walter Walchuk.

Date: Tuesdays commencing January 8, 1974,
7:15-9:45 p.m.

Real Estate Finance

This is a study of real estate finance with emphasis on credit, interim financing, special purpose financing, and mortgage financing. The course discusses the economic, legal, and financial implications of real estate finance. Mortgage terminology, sources of financing, and the conditions required for the placement of a mortgage by the institutional lender are described. (30 hours).

Instructor: J. W. Dunbar.

Date: Thursdays commencing January 10, 1974,
7:15-9:45 p.m.

Business Organization and Administration

This course examines the theory and practice of organization and administration under three major headings: the organizational environment, the organizational structure, and the behavior of individuals within the organization. Specific topics covered include the social role of managers, structural design, individual perception, motivation, decision making, and management by objectives. The course objective is to provide the practicing businessman with a better understanding of the organizational-human interface to enable him to develop a more effective management style. (50 hours).

Section I

Date: Mondays commencing October 1, 1973,
7:30-9:30 p.m.

Section II

Date: Tuesdays commencing October 2, 1973,
7-10 p.m.

Section III

Date: Wednesdays commencing October 3, 1973,
7:30-9:30 p.m.

Canadian Economic Development

Factors influencing Canada's economic development and the techniques used in modern economic analysis are dealt with in this course. The emphasis will be on the analysis of economic events and policies against a background of Canadian data and institutional practices. The special Canadian concerns of international trade and foreign economic policy, regionalism and federalism, and raw material production will also be considered. (50 hours).

Section I

Date: Mondays commencing October 1, 1973,
7:15-9:45 p.m.

Section II

Date: Tuesdays commencing October 2, 1973,
7:15-9:45 p.m.

Section III

Date: Wednesdays commencing October 3, 1973,
7:15-9:45 p.m.

Financial Accounting and Managerial Controls

This course looks at how accounting can provide information to serve the managerial decision-making process. The financial accounting portion of the course serves as an introduction to the major areas of financial data accumulation, reporting, and analysis for decision makers, who must view the organization from an external position.

The second portion, managerial controls, views the accounting process from an internal user's standpoint. Various methods of reporting the accounting data are available, which allow the decision maker to obtain relevant data for his decisions. Methods of forecasting and planning are also evaluated in the light of the needs of the internal user. (50 hours).

Section I

Date: Mondays commencing October 1, 1973,
7:30-9:30 p.m.

Section II

Date: Tuesdays commencing October 2, 1973,
7:30-9:30 p.m.

Section III

Date: Wednesdays commencing October 3, 1973,
7:30-9:30 p.m.

Commercial Law

This course concentrates on an introduction to the Canadian legal system with emphasis on legal problems affecting the administration of business enterprises. The topics covered will include the law of contract, as contracts form one of the basic legal relationships in business, and the law of real property, another important area of concern for business. (50 hours).

Date: Mondays commencing October 1, 1973,
7:30-9:30 p.m.

Marketing

This course will consider marketing concepts and strategies and their internal and external relationships. The management of marketing will also be considered with emphasis on marketing research, analysis, planning, and control. Case studies will be utilized to provide an opportunity to apply marketing principles in examining Canadian business problems. (50 hours).

Date: Wednesdays commencing October 3, 1973,
7:30-9:30 p.m.

Business Communications

The obstacles posed by modern society to the process of understanding and being understood will be attacked using a variety of approaches and techniques. Topics to be covered will include programmed learning, group dynamics, self-connection, and the psychology of communications. (50 hours).

Date: Wednesdays commencing January 9, 1974,
7-10 p.m.

REAL ESTATE PUBLICATIONS

Periodically publications by the Department of Extension on real estate topics will be offered to enable the general public and real estate practitioners to become more aware of the dynamic character of real estate and the methods used to analyze changes. The objectives of these publications will be to achieve a blend of theoretical and practical points of view that will stimulate the reader's imagination and broaden his understanding of real estate concepts. Copies of the following real estate publications are available from the Department of Extension, The University of Alberta, at a cost of $3 per copy.

"A Study of Commercial Blight and the Function of Whyte Avenue, Edmonton" by Denis B. Johnson and Norah Chow-Li, 1972.

This publication is intended to provide an analytical framework which should give the reader a clear understanding of the problems of commercial development in an existing environment.

"Consumer Spatial Behavior in Edmonton Retail Trade Areas" by M. James Dunn and Derek James McCune, 1972.

This publication concerns itself with a study of the retail trade areas of Edmonton's shopping centres. The concepts discussed and the information collected will aid in policy decisions on such matters as expansions, modernizations, budgeting, range of merchandise offerings, and promotional activities of retail firms.

For further information on these publications, contact

The Department of Extension
The University of Alberta
82 Avenue and 112 Street
Edmonton, Alberta
Phone 432-5060

OTHER CERTIFICATE PROGRAMS

THE INSTITUTE OF CANADIAN BANKERS' PROGRAM

This program is arranged and organized by the Department of Extension and the Faculty of Business Administration and Commerce in cooperation with the Institute of Canadian Bankers.

The program provides formal education for staff members of Canadian chartered banks who wish to assume greater responsibilities in banking. It is intended to complement, rather than replace, the job training of the individual bank.

General Information

Unless otherwise noted, the courses are offered once a week in two, two and one-half, or three hour sessions starting the week of October 1, 1973.

Students are required to complete home assignments and write at least two examinations in each subject in addition to attending lectures.

To qualify for recognition in each of the three parts of the Institute program, students are required to attain a minimum grade of 50 per cent in each of the compulsory courses.

Admission Requirements

Complete information regarding the requirements of the program may be obtained from the applicant's staff or personnel department.

Students being transferred from or to Edmonton should contact the Institute of Canadian Bankers for information about correspondence courses and courses offered in other areas.

Students should be aware that even though Calgary and Edmonton have an exchange program, the course content may not be identical and some problems might be encountered in transferring. It is important that the Department of Extension be informed immediately of transfers.

Fees and Registration

The fee per subject, inclusive of textbooks and materials, is $120 for the 50 hour courses, and $75 for the 30 hour courses.

Application forms are available from the staff or personnel department of the applicant's bank, and from the I.C.B. (Edmonton) Coordinator, Mr. A. D. Gate, c/o The Royal Bank of Canada, Main Branch, 10107 Jasper Avenue, Edmonton. Telephone 425-6605.

COURSES

The following chart indicates the courses and their sequence in the I.C.B. Syllabus for which equivalent courses are offered by the Department of Extension. The Department of Extension does not offer equivalent optional courses in the Economics and Marketing streams. Only one equivalent course is offered under the Management of Financial Resources and General streams.

COURSES OFFERED BY THE DEPARTMENT OF EXTENSION WHICH ARE RECOGNIZED BY THE INSTITUTE OF CANADIAN BANKERS

I.C.B. Syllabus	*Department of Extension Equivalents*
Letter of Accomplishment	
Letter of Accomplishment	
Fundamentals of Accounting	Fundamentals of Accounting
Business Administration	Business Organization and Administration
Associates' Certificate (AICB)	
Communications (compulsory)	Business Communications
Economics (compulsory)	Canadian Economic Development
Financial Accounting (compulsory)	Financial Accounting and Managerial Controls
Option	
Fellows' Diploma (FICB)	
Marketing (compulsory)	Marketing
Option	
Option	
Business Strategy (compulsory—last course)	Business Policy
OPTIONS	
Management of Financial Resources	
Business Finance	Business Finance
Management Accounting	
Taxation	
Management Information Systems	
Investment Management	
Management of Human Resources	
Organizational Behavior	
Employee Relations	Training and Development of the Work Force and Labour Relations (two courses)
Personnel Management	Personnel Administration
Economics	
Money and Banking	
Intermediate Economics	
Contemporary Economic Issues	
International Economics	
General	
Business Law	Commercial Law
(Students are strongly recommended to take Business Law as an option)	
International Business	
Business and Government	

Marketing
Consumer Behavior
Promotion Management
Quantitative Methods
Business Statistics
Computer Concepts and Applications .... Computer Fundamentals and Introduction to Systems Analysis (two courses)
Operations Research .... Introduction to Management Science

NOTE: No more than two options may be selected from any one area. If a student wishes to take a non-listed option in one of the above areas, he may do so provided that he receives prior approval from the I.C.B. Registrar.

COURSES

Fundamentals of Accounting

This course will deal with basic accounting concepts and techniques. It will concentrate on the methods of preparing financial statements. An introduction to the principles and assumptions underlying financial statements will be given, with special attention being paid to the Statement of the Sources and Applications of Funds. (50 hours).

Section I

Date: Mondays commencing October 1, 1973,
7:30-9:30 p.m.

Section II

Date: Tuesdays commencing October 2, 1973,
7:30-9:30 p.m.

Business Organization and Administration

This course examines the theory and practice of organization and administration under three major headings: the organizational environment, the organizational structure, and the behavior of individuals within the organization. Specific topics covered include the social role of managers, structural design, individual perception, motivation, decision making, and management by objectives. The course objective is to provide the practicing businessman with a better understanding of the organizational-human interface to enable him to develop a more effective management style. (50 hours).

Section I

Date: Mondays commencing October 1, 1973,
7:30-9:30 p.m.

Section II

Date: Tuesdays commencing October 2, 1973,
7-10 p.m.

Section III

Date: Wednesdays commencing October 3, 1973,
7:30-9:30 p.m.

Business Communications

This course will deal with methods of overcoming the obstacles presented by modern society to the processes of understanding and being understood. The course will provide skills required for effective communication at all levels through analyzing the theory of communication, logic, writing practice, and methods of self-expression. (50 hours).

Date: Wednesdays commencing January 9, 1974,
7-10 p.m.

Canadian Economic Development

Factors influencing Canada's economic development and the techniques used in modern economic analysis are dealt with in this course. The emphasis will be on the analysis of economic events and policies against a background of Canadian data and institutional practices. The special Canadian concerns of international trade and foreign economic policy, regionalism and federalism, and raw material production will also be considered. (50 hours).

Section I

Date: Mondays commencing October 1, 1973,
7:15-9:45 p.m.

Section II

Date: Tuesdays commencing October 2, 1973,
7:15-9:45 p.m.

Section III

Date: Wednesdays commencing October 3, 1973,
7:15-9:45 p.m.

Financial Accounting and Managerial Controls

This course looks at how accounting can provide information to serve the managerial decision-making process. The financial accounting portion of the course serves as an introduction to the major areas of financial data accumulation, reporting, and analysis for decision makers who must view the organization from an external position.

The second portion, managerial controls, views the accounting process from an internal user's standpoint. Various methods of reporting the accounting data are available which allow the decision maker to obtain relevant data for his decisions. Methods of forecasting and planning are also evaluated in the light of the needs of the internal user. (50 hours).

Section I

Date: Mondays commencing October 1, 1973,
7:30-9:30 p.m.

Section II

Date: Tuesdays commencing October 2, 1973,
7:30-9:30 p.m.

Section III

Date: Wednesdays commencing October 3, 1973,
7:30-9:30 p.m.

Marketing

This course will consider marketing concepts and strategies and their internal and external relationships. The management of marketing will also be considered with emphasis on marketing research, analysis, planning, and control. Case studies will be utilized to provide an opportunity to apply marketing principles in examining Canadian business problems. (50 hours).

Date: Wednesdays commencing October 3, 1973,
7:30-9:30 p.m.

Business Policy

Business Policy is the study of the functions and responsibilities of general management, and the problems which affect the character and success of the total enterprise. The problems of policy in business have to do with the choice of purposes, the molding of organizational character, and the resources for the attainment of goals in the face of competition or adverse circumstances.

In Business Policy, the problems considered and the point of view assumed in analyzing and dealing with them are those of the chief executive or general manager whose primary responsibility is the enterprise as a whole. Cases are drawn from companies of various sizes and widely diverse industries. The purpose of instruction is to develop in the student a general management point of view rather than a specialist's departmental orientation. (50 hours).

Date: Mondays commencing October 1, 1973,
7:30-9:30 p.m.

Business Finance

This course is designed to present the point of view of the chief financial officer of a company with regard to financial decision making and administration of a going concern. It deals with such areas as the management of assets, financial analysis, capital structure, and the cost of capital. (50 hours).

NOTE: Financial Accounting and Managerial Controls is a prerequisite for Business Finance.

Date: October, 1975.

Labour Relations

This course is to be taken along with Labour Economics to qualify for the I.C.B. Employee Relations course.

Designed to give the student an insight into the history, development, and role of the participants in the Canadian industrial relations system, the course will examine the theory, practice, and problems involved in the collective bargaining process. (30 hours).

Date: Mondays commencing January 7, 1974,
7:30-9:30 p.m.

Training and Development of the Work Force

This course is to be taken along with Labour Relations to qualify for the I.C.B. Employee Relations course.

This course will help the student to understand the responsibilities involved in assisting the business organization to acquire and develop the human resources it needs to meet its objectives. (30 hours).

Date: Mondays commencing October 1, 1973,
7:30-9:30 p.m.

Personnel Administration

This course focuses on the human problems of the business organization and analyzes the techniques that have been developed to cope with these problems. The personnel function is examined more from the perspective of the line manager than from that of the staff personnel specialist. However, the role of the staff specialist in developing and maintaining viable and progressive personnel policies and practices is examined.

The initial phases of the course will emphasize the theoretical basis of supervisory management and personnel administration. This will enable students to acquire an appropriate theoretical framework for assessing the utility of the various personnel approaches and programs for different types of organizations. The major personnel functions and the wide range of techniques adopted to discharge these functions will be explored in some detail. (50 hours).

Date: Thursdays commencing October 4, 1973,
7:30-9:30 p.m.

Commercial Law

This course concentrates on an introduction to the Canadian legal system with emphasis on legal problems affecting the administration of business enterprises. The topics covered will include the law of contract, as contracts form one of the basic legal relationships in business, and the law of real property, another important area of concern for business. (50 hours).

Date: Mondays commencing October 1, 1973,
7:30-9:30 p.m.

Computer Fundamentals

This course is to be taken along with Introduction to Systems Analysis to qualify for the I.C.B. Computer Concepts and Applications course.

This course is a basic introduction to the concept of computers and the computing industry. Students will be given some preliminary experience with applications of computers, stored programs, computer components, telecommunication devices, data transmission, and problem-solving with computers. A short introduction to FORTRAN is also included. (26 hours).

Date: Tuesdays commencing October 2, 1973,
7-9:30 p.m.

Introduction to Systems Analysis

This course to be taken along with Computer Fundamentals to qualify for the I.C.B. Computer Concepts and Applications course.

The systems analysis approach will be illustrated by organizing and solving some typical problems. In addition, there will be a focus on the development of program libraries, application packages, operating systems, information storage and retrieval, and file management. FORTRAN will be the instructional language although an introduction to COBOL is also included. (30 hours).

NOTE: Computer Fundamentals is a prerequisite for this course.

Date: Mondays commencing October 1, 1973,
7-9:30 p.m.

Introduction to Management Science

A descriptive overview of the philosophy, techniques, and implementation of management science in organizations, this course will analyze the systems approach, problem formulation, theories of operations research, and the implementation and control of solutions. The basic mathematical tools essential for an understanding of the approach will be presented. (50 hours).

Date: Mondays and Thursdays commencing
October 1, 1973, 7-9:30 p.m.

THE SOCIETY OF INDUSTRIAL ACCOUNTANTS PROGRAM

A program of courses leading to the designation Registered Industrial Accountant will be offered in Edmonton on the University campus in conjunction with the Society of Industrial Accountants of Alberta.

Courses extend over a period of five years and are offered on a semester system. Students are required to complete the courses of study and submit 80 per cent of lesson assignments before being permitted to write the professional examinations. Examinations are held in January and May and are set by the Examination Board of the Society of Industrial Accountants of Canada. The pass mark in each examination is 60 per cent.

Admission Requirements

The courses of the Society are available only to the membership. The annual student membership fee is $30 for those enrolled in the courses. This fee covers the 12-month period from July 1 to June 30.

Graduation from two year business programs of a recognized college or technical institute, senior matriculation, and/or equivalents are the desired standards of admission. However, students with a high school diploma may be accepted. All admissions are subject to approval by the Qualifications Board.

Registration

Lecture and correspondence students must enroll by September 8, 1973, for the fall semester and by December 31, 1973, for the winter semester.

Information

Further information regarding the program of the Society may be obtained by writing to The

Society of Industrial Accountants of Alberta, 400 Herald Building, 206 - 7th Avenue, S.W., Calgary, Alberta, telephone Zenith 06179 for Edmonton residents.

LEVEL ONE

Principles of Accounting

The measurement and communication of economic information as well as the collection of data and the total accounting information system will be studied. Income measurement and periodic adjustment, preparation of statements, accounting for assets, liabilities, owner's equity and intercorporate investments, and an introduction to fund statements and analysis of financial statements will be discussed.

Introductory Economics

This course will explore the economics and central problems of every economic society. The theory of supply and demand, competitive markets, cost curves, production choices and cost will be studied as will the characteristics of monopolies and oligopolies, allocation of resources, national output and income, and determinants of gross national product. Investment, money, prices and inflation, and goals of economic policy will also be discussed.

Report Writing

Language and grammatical aspects of words, sentence structure, and punctuation will be presented along with the method of report formation and presentation. Various types of reports such as letters, memoranda, short reports, bulletins, management reports, and formal reports will be covered. An introduction will be given to the analysis of complex business cases and the writing of management reports.

Data Processing Equipment and Programming

Topics to be studied in the course will be punched cards and unit record equipment, evolution of computers and number systems, types of computers and main components, peripheral equipment and input-output media, and programming.

Business Mathematics

This course will provide a review of algebra, organizing statistical data, charting and graphs, simple and compound interest, bonds, amortization and sinking funds, investment decision making, annuities, perpetuities, matrices, and the algebra of sets.

LEVEL TWO

Accounting Theory and Problems

Topics to be covered in this course are economic and accounting concepts of cost and value, asset cost and expiration, appraisal of principles, limitations of statements, multiple reporting objectives, working capital and funds flow, life assets and liabilities, long-term investments and limited companies, and the interpretation of statements: internal-external analysis.

Commercial Law

Law of contracts and agency, sale of goods and methods of securing debts, partnerships, corporation law, and securities legislation will be studied in this course along with negotiable instruments, bankruptcy, torts, insurance, real property, labor relations, welfare legislation, restrictive trade practices legislation, and consumer protection. Commercial law variations from province to province will be discussed.

Organizational Behavior

Conceptual foundations of organizational behavior will be discussed in this course as will psychological and social factors in organizational behavior. Society as a social system, social psychology and the prediction of human behavior, interplay of individual, group, and total society will also be studied.

Taxation

In this course, the general objectives of federal tax policy and the role of business income taxation will be discussed along with capital cost allowance, computation of taxable income and taxes payable, individuals and corporations, returns, payments of tax, assessments, appeals, and miscellaneous taxes—gift, estate, excise, and sales.

LEVEL THREE

Accounting for Cost Determination, Analysis, and Control

The framework of managerial accounting will be presented including cost concepts and terminology, measurement and accumulation of costs, job order cost and cost control, process costing, spoilage, joint and by-product costing, models for budgeting, linear programming applications, budget simulation, pro-forma financial statements, cost behavior, and flexible budgets.

Quantitative Methods for Analysis and Decision Making

A review of algebra, this course will cover matrices and vectors, set theory statistics, operations research, sequences, analysis, smoothing, and decision making under uncertainty.

LEVEL FOUR

Accounting for Management Planning and Control

Input-output analysis for planning, cost-volume-profit relationships, and break-even analysis are among the topics to be covered in this course. Others are standard costing, variance analysis, corrective action, full and direct costing, responsibility accounting, control of non-manufacturing costs, profit centre analysis and intra-company transfer pricing, relevant costing, opportunity costs, types of decisions, marginal model, and distress and special order pricing.

Financial Management

The role of finance and its implication for risk, income, and control will be discussed along with credit conditions and the firm's state of liquidity, sources of capital and corporate borrowing and financial intermediaries, debt, risk, profitability, and investment decision making.

Selected Topics and Contemporary Issues in Accounting

This course will cover accounting for foreign operations, corporate reorganizations, contemporary issues, and intercorporate investment as well as business combinations, purchase or pooling, income tax allocation, accounting for price level changes, pensions, leases, and human resource measurement and goodwill.

LEVEL FIVE

Information Systems: Analysis, Design and Implementation

In this course information theory, systems concepts, data processing systems, management information systems, information technology, planning analysis and implementation, and post-installation evaluation and systems audit will be discussed.

Operational Auditing

Audit theory, philosophy and process, nature of auditing, external and management (operational) auditing will be discussed in this course as will audit evidence, internal control, sampling, auditor's responsibility, audit of the operation, manufacturing, inventory, procurement, sales and advertising, information systems, planning and control procedures, and managerial performance.

Management: Processes and Problems

This course will discuss management of organization, planning for profit, sales, production, and allocation of resources, organizational design and the function of organizing in the achievement of purpose, and professional management for the present and future.

THE CERTIFIED GENERAL ACCOUNTANTS ASSOCIATION OF CANADA

Classes leading to the designation Certified General Accountant are offered each year in Edmonton on the University campus in conjunction with the Certified General Accountants Association.

The program extends over five years. The minimum enrollment requirement is graduation from a secondary school or equivalent if educated outside Canada. However, an applicant who does not meet this requirement he may be admitted as a "mature adult." To qualify for admission on this basis, the applicant must be at least 21 years of age and have a minimum of two years of acceptable business experience.

Exemptions

The Association may grant subject credit(s) where an applicant has passed a written examination in a post secondary course, the standards of which are considered sufficiently similar to any subject on the C.G.A. course. A student who feels he is eligible for exemption in any subject offered by the Association must file transcripts of marks attained from such post secondary education institutions along with an evaluation review fee of $20 no later than September 1, 1973.

Registration

The C.G.A. program affords the unique opportunity of permitting entrance to the course of study twice during the academic year. The two enrollment periods are

(1) Full year—Open to new enrollees and re-enrollees, this lasts roughly from September to May. Applications for enrollments should be made as early as possible before September 1, 1973.

(2) Winter semester—Available to new enrollees only and affords the individual the opportunity of beginning the C.G.A. course of studies in February at a reduced basic fee. Applications for (1) above which are received after the September deadlines will be processed as winter enrollments.

Application forms may be obtained from the Certified General Accountants Association, 760, 404 Sixth Avenue S.W., Calgary, Alberta TP2 0R9. All applications, new or re-enrollments, must be accompanied by full payment of the prescribed fee.

Fees

Subject fees vary with the length of the course. The basic fee is $110 for each academic year. All fees must accompany application for enrollment.

Lesson Assignments

The Association requires a written assignment each week. This helps the undergraduate to regulate his study habits and builds sound business routines. The assignments are marked and returned to the student, usually within two weeks. This is essential to provide study-review continuity.

For these reasons, lesson assignments must be submitted for correction and grading in the prescribed order, and not later than the dates shown on the study timetable which is furnished to each undergraduate.

Undergraduates are obliged to submit the assignment material indicated in their lesson note booklets. Mailing and return envelopes are provided by the Association. There is no prescribed stationery for the submission of assignment material. Undergraduates are permitted to use any stationary appropriate to the assignment content.

To aid the student, specific "Instructions for Students" are issued with course material.

SUBJECT OUTLINES

Public Speaking

Before being admitted as a graduate member of the Association, each undergraduate shall supply satisfactory evidence that he has completed a course in public speaking.

Accounting

Principles of accounting, detailed practices in accounting for service, merchandising and manufacturing enterprises, under single, partnership, and corporate forms of ownership. Principles and procedures in income determination, asset valuation, and networth presentation under federal and provincial companies acts. Principles and practices in materials, labour and manufacturing expense costing, job process and standard costs, budgeting, distribution and differential costing. Consolidations, branch accounting, mergers and amalgamations. Purchase and pooling of interests, special sales contracts, consignment and installment sales, corporate liquidation and reorganization. Fund accounting, executorship and receivership accounting, advanced theory.

Law

The law of contracts with particular reference to contracts for the sale of goods, negotiable instruments, principles of agency, partnerships, and company law. Selected Federal and Provincial statutes illustrating legal problems of special interest to persons in business. In particular a study is made of legislation on taxation, labour standards, compensation, unemployment insurance, banking, combines, and monopolies.

Mathematics of Finance

Study and application of the principles of financial mathematics including compound interest, dated values, equivalence of sets, simple ordinary annuities due and deferred annuities, price and yield of bonds, application to concepts of depreciation and depletion.

Managerial Statistics

The value of statistical techniques; measures of central tendency and dispersion, sampling, correlation analysis, the use of index numbers and ratios, statistical inference and the problems of interpretation.

Economics

The nature of economics, economic role of government, national income analysis, prices, money and the banking system, the central bank, monetary analysis, supply and demand, the theories of costs and utility, imperfect competition in the real world, international trade and finance.

Information and Computer Systems

The application of management principles to systems design with particular emphasis on organization, methods, personnel, physical factors and control; components and operation of a computer system; system controls and audit trails, standard techniques of problem solving, and trends of the future; computer programming using the Basic language.

Taxation

A detailed study of the Income Tax Act and determination of taxable income and tax payable thereon for individuals and corporations; gift and estate taxation, and in depth application approach to the topics presented in the introductory taxation course. Tax planning matters are dealt with throughout. Primary emphasis will be on the corporation and its shareholders.

Auditing

Objectives, principles, and procedures of auditing from both the external and operational auditor's point of view. The audit of cash, receivables, inventories, investments, prepaid expenses, tangible assets, liabilities, and shareholders equity. Detailed practices in the audit of intangible assets, revenue and expense and proprietorship, financial statement preparation, ethics, investigations and specialized audits.

Financial Controllership

Financial planning and control with emphasis on the analysis of needs and the acquisition and utilization of funds in a decision-making context.

Organizational Behavior

An introduction to the more important behavioral concepts of administration within the framework of the financial manager. The determinants of individual behavior, learning, communication, motivation, work groups, decision making, management of conflict, and management by objectives.

SUPERVISORY CITATION PROGRAM

The Supervisory Citation Program is designed to provide background information and techniques in management areas where supervisors are constantly being tested. Such areas as planning, organizing, controlling, setting performance standards, communicating, motivating, and applying decision-making techniques will be covered in the program.

Each of the six courses in the program is practical rather than theoretical in its orientation, and considers the basic questions of what to do, how to do it, and why it must be done. The objective of the program is to provide the basic information that every supervisor must know in order to contribute to organizational performance and individual progress.

ADVISORY COMMITTEE

J. B. Caunt, Associate Director, Personnel Department, The University of Alberta

R. R. Faryon, Associate Professor of Extension, The University of Alberta

S. A. Juniper, Staff Development Officer, Organization Development Division, Government of Alberta, Edmonton

C. M. Lockwood, Assistant Director of Extension, The University of Alberta

J. W. Morrill, Personnel Manager, R. Angus Alberta Limited, Edmonton

R. Robinson, Plant Manager, Labatt's Alberta Brewery Limited, Edmonton

P. Schopflocher, Personnel Manager, G.W.G. Limited, Edmonton

T. J. Trautwein, Executive Administrator, Department of the Environment, Government of Alberta, Edmonton

Admission Requirements

There are no educational requirements for entrance into the program. It is expected that applicants will be first-line supervisors and foremen.

Graduates of this program will be granted unconditional entrance into the Management Development or Personnel Administration Certificate Programs.

Applications to enroll in individual courses by students who do not wish to complete the requirements for a citation will be considered.

Fees and Registration

The fee per subject, inclusive of textbooks and materials, is $50. The fee payment must accompany each application. The Department will invoice employers when advised to do so by the applicants.

Application forms may be obtained by calling the Department of Extension at 432-3116.

The University reserves the right to restrict registration in any class or to cancel any class for which there is insufficient registration. As the size of classes is limited, it may be necessary to request accepted candidates to start the program with a subject different from the one applied for.

Withdrawals

As many students are turned away because of lack of space in particular classes, requests for refunds will not be considered after the second lecture has been presented. Refund requests must be in writing and should be addressed to the Department of Extension, The University of Alberta, before the second lecture. A $10 registration fee, plus a pro rata charge for the first lecture, will be withheld unless the books are returned to the Department unmarked.

COURSES

The following courses will be offered once a week in two hour sessions starting the week of

October 1, 1973.

To qualify for a University of Alberta Supervisory Citation, a candidate is required to attend six of the eight sessions in each course.

Basic Principles of Supervision

This course outlines the fundamentals of management at all levels and covers in detail the knowledge and skills needed for successful supervisory performance.

This course is a prerequisite to all the other courses in the program.

Students who have completed the Supervisory Techniques course offered by the Department of Extension may be exempted from this course. (16 hours).

Date: Mondays commencing October 1, 1973,
7:30-9:30 p.m.

Communications—Personal and Group

People at all levels of management must communicate with other people, singly and in groups. Through discussion and practice, this course develops the understanding and skills necessary for effective communication. (16 hours).

Date: Tuesdays commencing October 2, 1973,
7:30-9:30 p.m.

Human Relations for Supervisors

This course provides an opportunity to study and discuss the sound management principles which promote harmonious relations with others throughout the organization. The objectives are to improve understanding of people and to improve leadership skills. (16 hours).

Date: Wednesdays commencing October 3, 1973,
7:30-9:30 p.m.

Instruction Skills for Supervisors

This practically-oriented course focuses on the role of the supervisor in employee education and training. The emphasis will be on examining and practicing the instructional skills and methods required for successful employee training and up-grading. (16 hours).

Date: Mondays commencing October 1, 1973,
7:30-9:30 p.m.

Improving Work Methods and Procedures

Supervisors must be able to initiate changes and improvements. They also need to understand the factors involved in making decisions for or against a change. The course will focus on what changes to make, if any, how to make the changes and recommend improvements, and where and how to introduce changes. (16 hours).

Date: January, 1974.

Accident Prevention

This course covers accident prevention and cost reduction methods both on and off the job. The administrative practices that contribute to accident-free performance will also be covered. (16 hours).

Date: January, 1974.

Summation Seminar

Those students receiving the Citation will be invited to attend a two day seminar which will review and up-date the topics covered in the previous six courses. There is no fee for the seminar. (12 hours).

Date: March, 1974.

GENERAL BUSINESS AND PROFESSIONAL COURSES

Management of Time

Effective management of time is a major determinant of organizational success. The establishment of objectives and priorities is a prime requisite for the effective and efficient use of time both by the manager and his subordinates.

During this seminar a number of aspects of the management of time will be discussed. These include what, when, and how should you delegate? Should you use machines or personnel to take over certain functions? Has the work load been simplified to the point of minimum time required? Is the use of time under constant review to ensure maximum returns?

Instructor: Dr. Michael L. Moore.

Date: September 11, 1973.

Fee: $75.

A Top Management Look at Maintenance

The purpose of this seminar is to breach the communication gap between top management and maintenance supervision. Topics which will be discussed include how maintenance costs can be reduced, how budgetary controls can be established, how to identify hidden maintenance costs, the productivity of the maintenance department, how to get the job done, how to control main-

tenance inventory, and the necessity of preventative maintenance.
Instructor: Paul J. Juul.
Date: September 21, 1973, 9 a.m. - 9 p.m.
Fee: $75.

Introduction to Motivation and Modern Management

This three-day seminar will deal with the motivational underpinnings of modern management. It will introduce participants to organizational development, management by objectives, and interpersonal communications.
Instructor: R. Rasmussen.
Date: September 27, 28, and 29, 1973.
Fee: $95.

NOTE: This is the first of a series of seminars dealing with various aspects of the development of human assets and modern management. It is a basic introductory seminar. Interested individuals may continue to pursue areas of particular concern by choosing from three streams of seminars. These are management by objectives; practical management—the effective executive; and organizational development. In addition, an interpersonal communications seminar, which will complement the seminar streams, will be presented. These seminars will be offered throughout the winter session.

Management of Personal Finances

The primary task for any individual or family is to select realistic financial goals as part of a philosophy of life and pursue the most direct course to reach them. Usually this requires some knowledge or help, for there are many possibilities to be considered. To be financially secure, for instance, one may buy a home, or purchase life insurance, or invest in the shares of a corporation. What governs the choice is how much the person or family can afford to spend and this, in turn, depends on three main factors: general economic conditions, the type of career or profession followed, and the personal management of financial resources. In this course, the focus is upon the personal management of financial resources within the existing economic conditions.
Instructor: Rob Gawreluck.
Date: Twelve Tuesdays commencing October 2, 1973, 7:30-9:30 p.m.
Fee: $35.

Process of Interviewing

This twelve-week course will concentrate on developing skills necessary for interviewing. It will enable the student to conduct better hiring interviews, thus insuring better placement of persons from eligible lists. It will train personnel in basic communication skills and will present interviewing techniques and skill assessment as well as applicant assessment skills.
Instructor: Larry B. Fleisher.
Date: Twelve Wednesdays commencing October 3, 1973, 7:30-9:30 p.m.
Fee: $50.

Short Course on The New Tax Act

Important aspects of the Act including basic rules of computation, taxation on individuals and businesses, property income, capital gains, and other sources of income will be discussed.
Instructor: E. T. Mowbrey.
Date: Five Tuesdays commencing October 9, 1973, 7:30-9:30 p.m.
Fee: $20.

Introduction to Labour Law

This introductory course on labour law for business managers and other interested people will discuss the law concerning collective bargaining, certification, unfair labour practices, enforcement of the collective agreement, and the activities of employer and employees in industrial disputes.
Instructor: Peter Freeman.
Date: Eight Thursdays commencing October 11, 1973, 7:30-9:30 p.m.
Fee: $30.

Marketing Management Program

This intensive program will be offered in Jasper, Alberta, and is intended for individuals involved with the marketing function within Western Canadian organizations. Typically, these persons will be referred to as sales managers, marketing managers, or will be in positions which carry related titles. It is anticipated that individuals participating in this program would, generally, be responsible for the direction of a sales force and implementing sales and marketing plans.

The program will deal with the types of problems facing the marketing manager. This will include sales force motivation, communication with the accountant, budgeting and behaviour, and market planning.

The format of the program will emphasize student participation through the use of cases and reading materials. Lectures, in the formal sense, will be kept to a minimum.

It must be stressed that this intensive program is not a "cook book" course; this will not be a program providing the ten magic keys to marketing success. Rather, the program will be conceptual and will be based on actual situations and empirical studies.
Instructors: W. A. Preshing and A. McGeachy.
Date: October 15, 16, and 17, 1973.

Place: Jasper Park Lodge, Jasper.

Fee: $95 excluding accommodation.

Management Policy Seminar for Senior Executives

This new seminar will provide an opportunity for senior management to examine some major areas of concern in an increasingly competitive and cost conscious business environment. Three specific areas will be analyzed: marketing, information systems, and strategic planning.

Instructors: W. A. Preshing and R. R. Faryon.

Date: October 17, 18, and 19, 1973.

Place: Jasper Park Lodge, Jasper.

Fee: $95.

Benefit/Cost Analysis

This course will examine some techniques for evaluating the economic and social benefits and burdens resulting from various projects and undertakings. It will be of particular interest to planners, adminisrators, and professional advisors in the public sector. Discussions will centre on benefit/cost analysis and its application, resource management, and environmental costs and benefits. Topical case studies will be reviewed.

Instructors: W. M. Schultz, T. S. Veeman, and W. E. Phillips.

Date: Ten Wednesdays commencing October 24, 1973, 7:30-9:30 p.m.

Fee: $50.

Colloquium X

The theme of this year's Colloquium is "The Character and the Nature of Success." The focus of attention will be on various types of success such as social, political, and economic success. Although each kind of success will naturally intermingle with one or more of the others, the reading selections chosen will highlight one type in particular.

Participants prepare themselves for the meetings by reading the assigned book. They then convene and, in a round-table discussion, "analyze success."

Session Chairmen: Dr. R. J. Buck, Dr. Walter H. Johns, and Professor A. M. Mardiros.

Date: Nine biweekly meetings on Wednesday evenings commencing October 24, 1973.

Seminar Series on Mental Health

This is a series of five seminars dealing with various aspects of mental health. Each seminar will be directed to a particular professional group —to those people who, in their daily work, encounter mental health problems, e.g. personnel officers, school counsellors, etc.

Date: One-day seminars on October 26, and November 30, 1973, and January 25, February 22, and March 29, 1974.

Fee: $15 per seminar.

Wills and Estate Planning

This is a short course designed to inform individuals and families about the laws and taxes which affect wills and estate planning. It will deal with will preparation, estate administration, and estate planning. No previous knowledge of the subject is assumed.

Instructors: Peter J. M. Lown, Thomas W. Mapp, and Walter K. J. Mis.

Date: Four Wednesdays commencing November 14, 1973, 7:30-9:30 p.m.

Fee: $15 per person or $25 per couple.

Inventory Management Seminar

This seminar is designed to provide participants with new perspectives on the "how-to" aspect of solving common inventory management problems. Lectures, panel discussions, and the case study method will be used to cover these topics: an overview of inventory management, inventory information requirements, forecasting market analysis, the role of inventories, "ABC" analysis, requirement planning, independent demand inventory planning and control, economic order quantities, recorder points and safety stocks, and purchasing procedures.

Instructor: Paul J. Juul.

Date: November 13 and 14, 1973, 9 a.m.-5 p.m.

Fee: $100. A reduced fee of $175 will be given to those registering for both Inventory Management and Production Planning and Control.

Production Planning and Control Seminar

The purpose of this seminar is to review the state of the art and give participants new perspectives in solving day-to-day production planning problems. Lectures and discussion sessions will include organization and functions of PPC; interdepartmental relationships; production planning; time standards such as statistical analysis, work sampling, time study methods, time measurements, and benchmark slotting techniques; scheduling, loading, and dispatching; and evaluation of PPC performance. In addition to a panel discussion, case studies specific to these topics will be discussed.

Instructor: Paul J. Juul.

Date: November 15 and 16, 1973, 9 a.m.-5 p.m.

Fee: $100. A reduced fee of $175 will be given to those registering for both Inventory Management and Production Planning and Control.

Technical Approach to the Stock Market

This seminar is concerned with examining three particular aspects of the technical approach to the stock market. These are how to recognize the market changing from up to down, from down to up, and stock market indicators.

Instructor: Christopher C. R. Tidd.
Date: November 16 and 17, 1973.
Fee: $65.

Recent Building Contract Cases

This seminar will be a review and discussion of building contract cases which will be of interest to engineers, architects, and other management people responsible for contract negotiation and administration.

Instructors: William G. Geddes and David R. Percy.
Date: November 23 and 24, 1973.
Fee: $60.

Seminar on Material Handling

This two-day seminar is designed for those who are responsible for the planning of materials handling systems or equipment and their effective use. The most effective techniques for analyzing materials handling problems and the best methods of solving these problems will be discussed.

Date: November, 1973.

Report Writing: Organized and Effective Written Communication

This is a ten-week course designed to aid people in the business world to develop their skills in written communication. The course will concentrate on the organization and writing of effective reports, letters, memos, etc. In order to assist the student to achieve this end, attention will also be paid to such questions as different styles of writing, word usage, relevant points of grammar, sentence and paragraph structure. Students will be given the opportunity to present weekly writing assignments; some of these will be designed for the individual needs of each student.

Date: Fall, 1973, and Spring, 1974.

ACCIDENT PREVENTION ADMINISTRATION

This three phase program is designed to provide participants with knowledge of current techniques in occupational safety practices. A certificate is awarded by the Alberta Association of Safety Personnel to those successfully completing the three phases. This program is of particular interest to members of the Safety Personnel Association and any others involved in occupational health and safety. Registrants should have a high school diploma and/or experience in the related field.

Phase I: Fundamentals of Accident Prevention

This introductory course includes the history of the safety movement; accident prevention relating to injury costs; job and equipment safety analysis; fire prevention; safety standards and safety in the 1970's.

Phase II: Occupational Hazards

This course deals with harmful materials encountered by workers and protective measures against disease, radiation, industrial noise, air and water pollution, and explosion hazards.

Phase III: Administrative Practice

This course includes the application of the behavioral sciences to the development of the organization relating to safety administration. Leadership style and labour management, communicating the "safety philosophy," and communication in safety administration will be discussed.

Instructors: B. Caunt and J. Shaw.
Date: Seventeen Saturdays commencing October 27, 1973, 9 a.m.-12 noon.
Fee: $120.

Negotiating and Administering the Labour Contract

The initial negotiation of a collective agreement and the day-to-day administration of that agreement are both essential components of industrial relations. This course will aid in preparing negotiating personnel for collective bargaining.

Instructor: Peter Schopflocher.
Date: Ten Mondays commencing January 14, 1974, 7:30-9:30 p.m.
Fee: $65.

Valuation of a Business Enterprise

This one-day seminar is designed to enable participants to understand the principles and practices of valuation as they apply to valuing a business enterprise and to apply this knowledge to practical cases through the use of case studies. Major topic areas are concepts of valuation, valuation approaches, legal definitions and restrictions, valuation of private businesses, and tax implications.

Instructor: Ian R. Campbell.
Date: February 1, 1974.
Fee: $65.

Labour Law II

A two-day seminar is planned to provide a more in-depth study of labour law. This will be directed to those who have had practical experience in this area and/or those who participated in Introduction to Labour Law.

Instructors: Peter Freeman and others.
Date: March, 1974.

Tax Clinic for Businessmen

The purpose of this one-day seminar is to acquaint the businessman with the new tax legislation and its effect on the operation of his business. Resource persons will be tax lawyers and accountants whose presentations will focus on a practical analysis of the current tax situation.

Date: March, 1974.

CONTINUING EDUCATION FOR ENGINEERS

Noise and the Environment

This seminar will discuss the principles, problems, and terminology encountered in noise studies including both subjective and objective measurements. This involves the measurement of the affects of noise on man and its control through technical and legislative action. Current criteria for both these aspects will be discussed. Lectures, demonstrations, and laboratory sessions will be presented. The material is not tailored to any particular group, although it would be suitable for those who come into contact with noise problems.

Instructors: A. Craggs and G. Faulkner.
Date: August 14 and 15, 1973, 9 a.m.-4:30 p.m.
Fee: $55.

Recent Developments in Permafrost Engineering

The accelerating rate of development in both northern Canada and Alaska is making new demands on the engineers responsible for the safe and economical design and construction of such facilities as pipelines, highways, town-sites, and mines.

There has been an increase in recent years in the amount of research conducted on permafrost and there is an ongoing need to transmit the results of these studies to those in practice. This course has been designed to synthesize some of the more important studies and developments and communicate them to engineering designers and managers. The University of Alberta is bringing together a group of qualified experts for a residential course which will provide a setting for frank and informative discussions. Lectures will be presented, there will be ample time for discussions, and workshops will be held in order to provide experience with some of the analytical and experimental techniques. An elementary knowledge of soil mechanics will be assumed.

Instructors: Dr. O. Hughes, Terrain Sciences Division, Geological Survey of Canada
Mr. G. H. Johnston, Division of Building Research, National Research Council
Dr. B. Ladanyi, Professor of Mining Engineering, Ecole Polytechnique
Mr. E. McRoberts, Research Assistant, Department of Civil Engineering, The University of Alberta
Dr. N. Morgenstern, Professor of Civil Engineering, The University of Alberta
Mr. J. F. Nixon, Research Assistant, Department of Civil Engineering, The University of Alberta
Mr. W. Roggensack, Research Assistant, Department of Civil Engineering, The University of Alberta
Dr. S. Thomson, Professor of Civil Engineering, The University of Alberta.

Date: August 27 to 31, 1973.
Place: The University of Alberta campus.
Fee: $250.

Engineering Economics

A course for engineers dealing with capital expenditures, timing of cash flow, derivation and application of interest formulas, annual cost and present worth calculations, and rate of return calculations, income tax considerations, depreciation and depletion, analysis of projects financed by public funds, break-even studies, effect of anticipated inflation on investment analysis, sources and applications of funds.

Instructor: J. C. Sprague.
Date: Ten Tuesdays commencing October 2, 1973, 4-6 p.m.
Fee: $50.

Illuminating Design

This course is designed to be of practical value to engineers, architects, electrical contractors, and others who require an understanding of lighting techniques and the design of lighting systems. It will discuss the nature and sources of light, illuminating design, industrial lighting, office and school lighting, store lighting, residential lighting, floodlighting, and lighting economics.

Date: Ten Wednesdays commencing October 3, 1973, 7:30-9:30 p.m.
Fee: $40.

Contract Law for Engineers

This seminar is designed to highlight some of the legal problems which affect those concerned with negotiating, framing, and administrating contracts. It will also be of value to those performing professional duties such as employees of contracting parties or independent consultants. The following topics will be covered: tenders, standard forms of contracts, performance bonds, penalties and

bonuses, time for performance, alteration of terms of contracts, and the Builder's Lien Act.
Instructors: David R. Percy and William G. Geddes.
Date: October 19 and 20, 1973, 9 a.m.-5 p.m.
Fee: $55.

Surficial Deposits in Alberta

This course is directed toward civil engineers, soil scientists, and other professionals dealing with the surficial deposits of Alberta. The theoretical and practical aspects of the subject will be discussed. Emphasis will be placed on aerial photograph interpretation of deposits and landforms, evaluation of existing reports, and interpretation of geological maps. Participants are not expected to have studied theoretical aspects of the topic.
Instructor: L. A. Bayrock.
Date: October 22 to 26, 1973, 9 a.m.-5 p.m.
Fee: $160.

Coping with Social, Economic, and Environmental Impact of Public Projects

This two-day seminar is designed to introduce participants to the broader implications of the impact of engineering projects today. Increasing citizen involvement and opposition requires new insight for organizations responsible for public projects. How engineers or administrators cope with the pressure of environmental protest is a determining factor in the future of the engineering profession and the scope of future public projects. This seminar offers practical techniques in environmental problem solving.
Instructor: Dale S. Jones.
Date: October, 1973.

Management for Engineers

For engineers who are beginning to move away from straight technical work into positions carrying management and supervisory responsibilities, this seminar will examine the problems that are involved in switching from a role emphasizing individual direct contribution to one where contribution is made by working through others. Methods of organizing and motivating staff will be covered. The concept of management by objectives will be emphasized including its implications for management development. Participants will have an opportunity to consider and discuss the new sources of personal satisfaction that the managerial role opens.
Instructor: C. M. Lockwood.
Date: November 21 and 22, 1973, 9 a.m.-4:30 p.m.
Fee: $55.

Seminar for Engineers on Liability and Negligence

This program is designed for the consulting engineer who carries on management responsibilities. It will explore some important legal implications of carrying on the business of engineering consulting.
Date: Fall, 1973.

Physics—Science Today, Engineering Tomorrow

This course for engineers, geologists, and other practicing scientists looks at new advances which will update their knowledge of basic science. Lectures and demonstrations will emphasize the importance of science in today's technological society. Topics include the development of the electron microscope, principles of the laser, operations of the computer, the "super" conducting state of some metals at very low temperatures, integrated circuits, the computerized seismic system analysis of the subsurface of the earth, nuclear energy and its applications, and nuclear physics and its applications in diagnostic medicine.
Instructors: Staff of Department of Physics.
Date: Fall, 1973.

Short Course on Airphoto Interpretation

This course is to acquaint those engineers and other professionals involved in the development of Canada with airphoto interpretation techniques. Lectures, practical illustrations, and laboratory sessions in basic principles, techniques, and the applications of interpreting airphotos will be included. Airphotos will be examined in stereo to develop the interpretation capabilities of the participants. Identification of landforms, surficial deposits, soil and rocks, conditions and their engineering or construction implications will be studied. Northern terrain studies will be emphasized including permafrost regions and northern route and site investigations.
Instructor: J. D. Mollard.
Date: January 14 to 18, 1974, 9 a.m.-4:30 p.m.

Critical Path Methods Seminar

Planning, scheduling, and controlling of activities are functions required by most industries. The Critical Path Method provides a rigorous and formal approach to a discipline of this kind of project management. This seminar presents the fundamentals of Critical Path Methods and is of particular benefit to those people responsible for estimating, planning, scheduling, inspecting, or controlling projects.
Instructor: John Fondahl.
Date: March 25 and 26, 1974.
Place: Banff.

Construction Cash Flow and Contract Markup

The cash requirements for the performance of a construction contract can vary considerably depending on the nature of the project, contract provisions, and administrative policies of both the owner and the contractor. This seminar will examine the factors that affect a contractor's cash flow for a prospective project and develop approaches for properly reflecting the forecasted characteristics in the pricing decision made at the bidding stage.

Instructor: John Fondahl.

Date: March 27, 1974.

Place: Banff.

Applied Biology for Engineers

This course in basic biology is designed to improve the engineer's understanding of the ecological effects of his work.

Date: Winter, 1974.

Maintenance Management Seminar

An intensive program of lectures and workshops designed to give participants new perspectives on the "how-to" aspect of common maintenance organization and cost responsibilities, work order and time recording systems, development of work standards, estimating of maintenance work, maintenance planning and control, and preventative maintenance. Selected case studies will be reviewed.

Instructor: Paul J. Juul.

Date: April 15, 16, and 17, 1974.

1974 National Conference on Earth Science

This annual residential seminar is offered in conjunction with the Alberta Society of Petroleum Geologists. The 1974 topic is Geological Principles of World Oil Occurrence. Discussion of the classification and yields of petroliferous basins, the location and environment of pools within basins, and the sizes of pools and products derived from pools will be discussed. Models of productive basins will be established with a view to applying these models and principles in exploration situations in other parts of the world and, in particular, in the Canadian context.

The lectures and discussions will be conducted by three guest speakers who are acknowledged specialists in this field.

Date: May 6 to 10, 1974.

CONTINUING LEGAL EDUCATION

This program is organized by the Alberta Committee on Continuing Legal Education whose members represent the Law Society of Alberta, the Legal Education Subsection of the Canadian Bar Association, and The Universities of Alberta and Calgary. The present members of this Committee are

J. W. Beames, Q.C., Beames, Chapman, Foster & McAfee, Red Deer
P. Freeman, Faculty of Law, The University of Alberta
D. R. Haigh, Burnett, Duckworth, Palmer, Tomblin, O'Donoghue, Beattie & Haigh, Calgary
W. B. Kelly, Q.C., Secretary-Treasurer, The Law Society of Alberta, Calgary
G. Linder, Division of Continuing Education, The University of Calgary
C. M. Lockwood, Assistant Director, Department of Extension, The University of Alberta
W. E. O'Leary, Lutz, Westerberg, O'Leary & Stevenson, Calgary
The Honourable Mr. Justice D. C. Prowse, Calgary
D. V. Steele, Cough & Steele, Calgary
W. A. Stevenson, Hurlburt, Reynolds, Stevenson & Agrios, Edmonton
M. J. Sychuk, Faculty of Law, The University of Alberta

The Committee meets at least twice a year to determine the various program projects which should be undertaken. Once topics are decided and resource people tentatively chosen, the Department of Extension carries out detailed course development and administration.

Programs planned for 1973-1974 include:

Evening Lecture Series on Recent Developments, Edmonton and Calgary
Seminar on One Man Firm Management
One-day Seminar on the Franchise Act, Edmonton and Calgary
One-day Seminar on Labour Law, Edmonton and Calgary
One-day Seminar on Family Law, Edmonton and Calgary
One-day Seminar on Environmental Law
The Seventh Annual Law Refresher Course (three days), Banff, on Trial Procedure

In addition to arranging seminars and courses, the Department of Extension makes available on behalf of the Committee certain published materials as well as audio tapes made at actual seminars. Information on these self-study materials may be obtained by writing to the Department of Extension, The University of Alberta, 82 Avenue and 112 Street, Edmonton, Alberta T6G 2G4.

Community Resources Development

AGRICULTURE

Increasing specialization and amounts of capital investment required in agriculture demands superior management skills and the latest accurate production and marketing information. The program emphasis of the Department of Extension in agriculture is to provide continuing educational opportunities required by the professional and paraprofessional personnel of the many agribusinesses serving agriculture as well as the individuals directly involved in commercial farming. While some of the programs are directly related to the technical aspects of the agriculture-food system, other programs are concerned more with the economic, sociological, and political aspects of the industry.

Programs are designed to complement the agricultural extension efforts of other agencies and are generally arranged in co-operation with other agencies and clientele groups. In addition to the specific agricultural programs listed below, department staff members are available to assist in the development of other programs to meet the needs of individuals and groups in the Province.

Extension Publications

The agricultural research work of the University and the program proceedings of some of the extension courses are made available to the public in the form of extension publications. Many of these publications are distributed without charge through the extension offices of the Alberta Department of Agriculture as well as the University Department of Extension. Publications for which there is a charge are available from The University of Alberta Bookstore.

Pamphlets and bulletins are available in each of the major areas of livestock, field crops, horticulture, insects and pests, soils, rural sociology, and business management. The "Agriculture Bulletin" is a quarterly publication containing reports, feature articles, and points of view about various agricultural topics and projects at the University. It will be mailed upon request to any resident of the Province.

A complete list of agricultural extension publications of the University is available from the Department of Extension.

Feed Industry Conference

The conference is designed to provide useful information and encourage co-operation and understanding among the widely diversified segments of feed industry including research, production, marketing, extension, veterinary services, and technical suppliers. It is arranged jointly by the Canadian Feed Manufacturers' Association (Alberta Division), Alberta Veterinary Medical Association, Alberta Department of Agriculture, and The University of Alberta.

Date: September 27 and 28, 1973.
Place: Palliser Hotel, Calgary.
Fee: $35.

Cattlemen's Short Course

This short course is arranged in co-operation with the Western Stock Growers' Association to provide the latest information on new developments in the beef industry and to consider the implications of these developments on the future of the industry. The program is designed for commercial beef producers, extension specialists, and agribusiness livestock representatives.

Date: November 25 to 30, 1973.
Place: Banff Centre, Banff.

Home Gardening and Landscaping Course

This is an evening course designed for the new homeowner or amateur gardener covering the basic problems and needs for gardening and landscaping. Topics will include soils and soil improvement; general principles of garden culture such as land preparation, cultivation, and fertilizer use; pest and disease control; lawn seeding and maintenance; annual flowers, herbaceous perennials and house plants; small fruits and fruit trees; ornamental trees and shrubs; principles of home landscaping; and a greenhouse tour.

Date: Eleven Tuesdays commencing January 29, 1974, 7:30-9:30 p.m.
Fee: $20 per person or $30 per couple.

Agricultural Policy Issues Conference

This is a residential program designed to provide a forum of informed discussion on important policy issues affecting agriculture in Alberta. Par-

ticipants will have an opportunity to learn the process of policy development and ways of effectively influencing policy decisions, to acquire information about specific policy issues, and to meet various officials directly involved in policy development.
Date: February 17 to 22, 1974.
Place: Banff Centre, Banff.

Farm Law Seminar

This is a residential seminar arranged in co-operation with the Rural Education and Development Association and the Alberta Department of Agriculture to study aspects of the laws that are of concern in agriculture. Topics include real property law, oil and gas law, tax law, wills and administration of estates, commercial law, and tort law. The program consists of lectures, case studies, and group discussions.
Date: May, 1974.
Place: Banff Centre, Banff.

Pork Seminar

The purpose of this seminar is to contribute, through a program of information and education, to the development of an efficient and profitable pork industry capable of more effectively satisfying the food wants of consumers. Participants will review some basic principles of production and market management, acquire the latest information on new developments in pork production, and examine the implications of these developments on production decision making at the producer level and policy development at the industry level. The program is arranged in co-operation with the Western Hog Growers' Association and the Alberta Hog Producers' Marketing Board.

Date: June 11 to 15, 1974.

Place: Banff Centre, Banff.

COMMUNITY LEADERSHIP DEVELOPMENT

Interpreting the Woods and Fields

A three-day field study program to teach the skills of planning, organizing, and teaching an outdoor education program concerned with the interpretation of nature's ecological relationships, this program will be specifically designed for teachers and leaders of children's groups who wish to improve their skills and knowledge in order to make their future outings more enjoyable and informative.
Date: August 1, 2, and 3, 1973.
Place: Edmonton.

Improving Community Group Effectiveness

This course has been designed for individuals who are members of committees, clubs, associations, or community groups who wish to improve their group's effectiveness and sense of satisfaction. Emphasis will be placed on understanding the forces at work in such groups and on developing skills for working with these forces. A combination of lectures, discussions, and experimental (e.g. role playing) methods will be used.
Date: Ten Thursdays commencing October 11,
1973, 7-10 p.m.

Western Canada Community Leadership Workshop-Lab

A different approach to community leadership training, this workshop emphasizes experiential learning where the participants gain their knowledge and skill from direct observation and participation in classroom events that are similar to the situations they experience in their home community. In the community of the workshop, the stresses and strains of working on community problems can be observed and analyzed and the lessons related to home problems.

This workshop is designed for volunteer and professional community leaders, government administrators, and elected officials—leaders who are concerned with problems of urban renewal, economic development, and community development.

This will be the sixth annual presentation of this residential workshop lab co-sponsored by The University of Alberta, The University of Calgary, University of Saskatchewan (Saskatoon), University of Manitoba, and Brandon University.
Date: October 16 to 26, 1973.
Place: Jasper.

Conflict and Social Change

The objective of this program is to help leaders and potential leaders develop greater awareness of their own reactions to conflict situations and to gain some understanding of the dynamics and development of conflict in bringing about social change. The program will be of interest to personnel of government departments and community organizations who have some responsibility for implementing social and economic programs and hence change.
Date: To be announced.

Evaluation of Social Programs

This program will be concerned with the theory, practice, and politics of evaluation. Alternative approaches to evaluation, including information needs and the development of social indicators, will be the subject of study.
Date: To be announced.

Negotiations Skills for Community Workers

This course will deal with the process of bringing divergent points of view together in community or organization decision making. The focus will be on strategy formulation, third party interventions, and analysis of one's own bargaining behavior.

Resource staff, date, location, and fee to be announced.

Community Leadership Techniques Course

The 24th Annual Short Course in Leadership Techniques is designed to prepare potential leaders of farm and rural organizations for the demanding task of community leadership and to assist those already involved in a leadership role to sharpen their leadership skills.

The course will be a mixture of lectures, films, skill-practicing sessions, and group discussions in the broad subject areas of program planning, public speaking, effective meetings, and group discussion leadership.

Candidates with a rural background who are actively involved as leaders in community and farm organizations are eligible. Applications for this course should be made to one of the following sponsoring organizations: Alberta Wheat Pool, Unifarm, Junior Farmers' Union of Alberta, Farm Women's Union of Alberta, Alberta Department of Agriculture, Alberta Women's Institute, and the Canada Department of Indian Affairs and Northern Development.

Date: January 20 to 26, 1974.
Place: Banff Centre, Banff.

Small Group Leadership

The 6th Annual Small Group Leadership Workshop is designed to provide participants with the theory and skill which will enable them to increase the effectiveness of the groups with which they work. It is intended for those leaders, both rural and urban, in voluntary and other organizations who, in the performance of their duties, must work a great deal of the time in a small group setting.

Participants will be involved in discussion sessions on group and organizational problems they experience together during the course. Through an analysis of their discussions and through the use of videotape, participants will gain increased understanding of the interpersonal forces at work in groups. They will become aware of their own individual effectiveness as members and leaders of small groups involved in the task of making decisions.

Date: March 10 to 15, 1974.
Place: Banff Centre, Banff.

Community Issues—Solid Waste Disposal

This conference will focus on present and future solutions to the ever-increasing problem of disposing of solid wastes. The financial and social costs of the various technologies will be identified so that alternate choices can be considered.

The conference will be of particuluar interest to consulting engineers, public officials, and decision makers responsible for the problems of solid waste disposal.

Date: To be announced.

Liberal Studies

HUMANITIES AND LITERATURE

Children's Books: the Good and the Bad

This course, co-sponsored by the Edmonton Public Library, is designed to be a practical and useful guide for anyone—parents, teachers, librarians—who is concerned about what children read. It will attempt to define a number of criteria, both literary and non-literary, which could be used to separate valuable books from the vast number which have been, and are presently being, published.

It will consider why some books have become children's classics. It will look at the different kinds of books available today from fantasy and fairytale to modern "inner-city" realism. There will be discussion of controversial topics such as the unfortunate effect of Disney and the role of women in children's books.

Instructor: Jeanne Henry.
Date: Ten Wednesdays commencing October 10, 1973, 1:30 - 3 p.m.
Fee: $22.
Class limit: 40 students.

Creating a Storybook for Your Child

This course will involve a study of the features of stories written for children and the techniques involved in such writing. Class participants will then have practice in writing a short story for a child's entertainment with suitable illustrations—no particular art talent is required for this, only a bit of imagination. The instructor will supervise each participant's class work.

Instructor: Janet Panuska.
Date: Ten Wednesdays commencing October 3, 1973, 1 - 2:30 p.m.
Fee: $25.
Class limit: 25 students.

The Making of Modern Poetry

This will be an examination of some of the major British, Canadian, and American poetry of this century, to see the sorts of ideas, themes, and techniques which the poets have developed. It is not a general survey course, but will concentrate on a certain number of poems to be examined in detail. The emphasis will be on practical criticism, to see what makes poetry work, and wherein the poet's art lies. Works will be taken from the text, *Twentieth Century Poetry and Poetics,* Oxford University Press, Toronto.

Instructor: Dr. J. P. Wearing.
Date: Ten Wednesdays commencing October 10, 1973, 7:30 - 9:30 p.m.
Fee: $35 per person or $60 per couple.
Class limit: 25 students.

The Mystery Story

This is an investigation of the history and development of the several branches of the mystery story with speculation about its origins, various developments, and future—a survey that moves from the horror stories of Edgar Allan Poe through Wilkie Collins, Conan Doyle, and the great ladies of the Thirties such as Dorothy Sayers, Agatha Christie, and Marjorie Allingham, to more modern writers such as Simenon, Le Carre, and Wahloo.

Instructor: Mrs. Marion McKeown.
Date: Eight Thursdays commencing October 18, 1973, 7 - 8:30 p.m.
Fee: $20 per person or $35 per couple.

Oedipus and All That

An exploration of the story of Oedipus beginning with an investigation of the anthropological background of the myth. The development and interpretation of the story will then be traced through the literatures of ancient Greece and medieval and modern Europe, and will end with a consideration of the psychological interpretations of the twentieth century.

Instructor: Mrs. Marion McKeown.
Date: Six Tuesdays commencing November 6, 1973, 7:30 - 9 p.m.
Fee: $15 per person or $25 per couple.

Oriental Religions and the West

This will be a course of lecture/discussions of Hinduism and Buddhism, including Zen Buddhism, and other related topics, the aim being to create a synthesis of the basic ideals of these Eastern religions and to understand how they are affecting values and life styles, and challenging some of the more materialistic aspects of contemporary Western society.

Instructor: Dr. D. Prithipaul.
Date: Ten Thursdays commencing October 11, 1973, 7:30 - 9:30 p.m.
Fee: $35 per person or $60 per couple.
Class limit: 25 students.

The Sensible Critic: Understanding Theatre

This will be a practical study of drama and of the factors which enter into competent drama criticism based on productions by various professional and semiprofessional theatre groups in Edmonton during the winter. Participants will attend 12 plays and 12 discussion sessions focusing on each performance. Guest critics and producers such as John Neville of Citadel Theatre will join some of the discussions to share their views about particular productions and about theatre in general. The group will attend at least one rehearsal.

Instructor: Dr. J. P. Wearing.

Fee: $40 per person or $65 per couple. The fee does not include the cost of theatre tickets.

Class limit: 30 students.

The World of the Young Adult

Contemporary art, and particularly literature, reflects perceptions, feelings, and events that exist now. Much of it therefore draws its response from the young, whatever age they may be. This workshop will use selected pieces of contemporary and older literature to explore what the writers are saying to different people. Old people and young people, from 12 years old upward, are therefore invited to join in this workshop and share and compare views. Much of the workshop will consist of panel and group discussions.

Instructor: Janet Panuska.

Date: Saturday, December 8, 1973, 10 a.m. - 4 p.m.

Fee: $10 per person, $15 per couple, or $2 for students.

PEOPLES AND CULTURES

Alberta Man and His Environment

Cultural ecology is the study of the relationship of man, through history, with the environment in which he lives and the effects of this relationship upon the environment. This course will centre on Alberta and will provide an examination of these important relationships which are affecting the environment in which we live. Films and slides will be used to illuminate the discussion.

Coordinator: Mrs. Mary Young.

Date: Six Wednesdays commencing October 31, 1973, 7:30 - 9 p.m.

Fee: $15 per person or $25 per couple.

Art and Life in Mexico and Guatemala

Growing numbers of Canadians are visiting Central America and are interested in this part of the continent not only as a tourist attraction but as a centre of culture which has a growing influence on North American life. This course will provide a brief outline of some prehistoric cultures and modern Mexico and Guatemala particularly. The lecture/discussions will be illustrated by the use of slides, films, and artifacts from these countries. Depending on the number of participants in the course, arrangements will be made for the group to have a Mexican meal at the end of the course.

Instructor: Professor Ruth Gruhn.

Date: Six Thursdays commencing November 1, 1973, 7:30 - 9 p.m.

Fee: $15 per person or $24 per couple.

Early Britain—History and Archaeology

This course of ten lecture/discussions is designed with the visitor to Britain in mind. Each session will be in two parts. The first part will outline the various phases of the prehistory and early history of Britain—Neolithic, Bronze, Roman, and Dark Ages. The second part of each session will deal with maps, site guides, photographs, museums, where to find information, tour planning in general, etc. Slides and films will be used to illustrate the topics of discussion.

Instructor: Mrs. Edwina Proudfoot.

Date: Ten Wednesdays commencing October 10, 1973, 7:30 - 9:30 p.m.

Fee: $35 per person or $60 per couple.

Class limit: 25 students.

Toward an Understanding of China

This course is the first of two designed to provide an understanding of the history and development of China to the position it holds in today's world. This course will consist of six evening lecture/discussion sessions followed by a longer afternoon and evening's exposure to aspects of Chinese culture through film, dance, music, and food. The evening sessions will give a survey of Chinese history to the emergence into full power of the Communists after the Second World War.

A second course, to be held early in 1974, will examine aspects of China's social, economic, and political life in today's world.

Instructor: Dr. H. W. Cummins.

Date: Six Tuesdays commencing October 30, 1973, 7:30 - 9:30 p.m., and Saturday, December 8, 1973, 1:30 - 5 p.m., followed by a Chinese meal.

Fee: $28 excluding meal.

Eskimos and Northern Canada

This program will be a film/discussion program held during the lunch hour at the Edmonton Public Library, in conjunction with the Public Library. It will consist of six films about life in Northern Canada, and particularly about Eskimo life and culture. It will be followed by a one-day symposium on the same subject.

Date: February or March, 1974.

Ethnic Music of Alberta

An important part of the multi-cultural character of Western Canada is the variety of ethnic music. This music enriches not only the memories and the continuing life of particular groups in the Province, but our whole national culture as well. This course will provide participants with opportunities to visit various groups in the city, to hear examples of ethnic music, and to discuss this music with those who are creating it. The course will begin with an introductory discussion providing some historical and musical background.

Instructors: Regula Qureshi and Mary Young.
Date: Six sessions commencing February or March, 1974.

The Teachings of Don Juan

The recent writings of the anthropologist, Carlos Castenada, revolving mainly around his apprenticeship to the Yaqui sorcerer, Don Juan, have attracted wide, deep interest. They throw further light on the possible impact of older North American cultures and of the influences of magic on contemporary North American life. This course will consist of a one-day workshop in which the teachings of Don Juan, contained in three of Castenada's books—"Teachings of Don Juan", "A Separate Reality", "Journey of Ixtlan"—are studied and discussed with reference to contemporary life.

Instructor: J. Birkhead.
Date: March, 1974.

SOCIAL ISSUES

Downtown Program for Women

In association with the Women's Program Centre and with the co-sponsorship of the Edmonton Public Library, ten sessions are being offered on subjects of particular interest to women. Sessions will be held at the Edmonton Public Library in the downstairs Music Rooms. They will be informal gatherings with a short lecture presentation followed by an open discussion.

Date: Ten Thursdays commencing September 27, 1973, 12 noon - 1 p.m.
Fee: Free. Interested individuals must register with the Department of Extension.

Contemporary Trends in Education

This program, co-sponsored with the Edmonton Public Library, is a series of lunch-time film/discussions at the Edmonton Public Library on aspects of contemporary development in educational practice and philosophy—new learning systems. The film series will be free of charge. It will be followed by a one-day seminar at which issues relating to modern educational philosophies and practices will be discussed in greater length by a panel of experts with discussion among participants. Attendance at the film series will give some background to persons attending the symposium, but will not be necessary for attendance and participation in the symposium.

Date: Six Fridays commencing October 19, 1973, 12:15 - 1 p.m., and Saturday, November 24, 1973, 10 a.m. - 4 p.m.
Fee: $8 for the symposium.

Focus Programs

This series of programs, consisting of a monthly meeting, will, each month, focus on an aspect of social life which is of particular interest to certain people and groups of people.

In October the program will be Growing Up With Adopted Children and will focus on the issue of adopted children growing through the adolescent years and coping with the accentuation of many of the normal adolescent problems. It will include consideration of the position of children of non-white races adopted by white parents in a society such as Edmonton, and the ways in which parents and families may help such children cope with the wider world as they emerge from the family. The course will be of interest not only to adoptive parents but also to prospective adoptive parents, teachers, and educators in general.

Date: Saturday, October 13, 1973, 10 a.m. - 3:45 p.m.
Fee: $4 per person or $6 per couple.

The November program, Growing Up with Chronically Ill Children, has been designed to help parents of such children, teachers, and day care workers to deal with the issues facing them and the children they prepare for life and society outside the warm care of the family.

Date: Saturday, November 10, 1973, 10 a.m. - 3:45 p.m.
Fee: $4 per person or $6 per couple.

Further meetings in this series will be planned for the early months of 1974, some probable subjects being retirement and the hard of hearing.

Yesterday's Women: Topics in the History of Canadian Women

This six-week course will acquaint participants with the work and times of some women who were prominent contributors to the historical development of Canada. Each class session will deal, usually through autobiographical or primary resource reading materials, with an individual woman and with the particular cultural and sociological environment that existed during her time. Individuals have been selected from particular historical periods such as Colonial America, Confederation Canada, settlement of the West, the war years, and contemporary Canada.

Instructor: Lydia Semotuk.

Date: Six Tuesdays commencing October 23, 1973, 1:30 - 3:30 p.m.

Fee: $20.

PUBLIC AFFAIRS

How Does Your City Grow?

This program, co-sponsored with the Edmonton Public Library, is a series of free film/discussion sessions during the lunch hour at the Edmonton Public Library. Each session will consist of a film relating to urban development followed by a short discussion. The series will be followed by a day seminar at which topics related to urban planning and development will be discussed in greater depth by a panel of experts in various aspects of the subject and by participants. Attendance at the film series will give some background to persons attending the symposium, but will not be necessary for attendance and participation in the symposium.

Date: Six Wednesdays commencing October 24, 1973, 12:15 - 1 p.m., and Saturday, December 1, 1973, 10 a.m.-4 p.m.

Fee: $8 for the symposium.

FOREIGN LANGUAGES AND LITERATURE

Oral French I

An intensive beginner's course for adults, this course requires no previous knowledge of French. However, students should be prepared to devote a relatively large amount of time and energy to the course and its preparation. Texts and audio-visual materials will be used. This course may be repeated in January, 1974, subject to demand.

Date: Twenty-five Tuesdays and Thursdays commencing September 25, 1973, 6:30 - 8:30 p.m.

Fee: $75.

Class limit: 20 students.

Oral French II

This is an intensive intermediate course for those who have completed Oral French I or Conversational French I or who have an equivalent knowledge in French. Text and audio-visual materials will be used. This course may be repeated in January, 1974, subject to demand.

Date: Twenty-five Tuesdays and Thursdays commencing September 25, 1973, 6:30 - 8:30 p.m.

Fee: $75.

Class limit: 20 students.

Oral French III

This is a course for those who have completed Oral French II or the equivalent. The objective of this course is to give the student a level of proficiency roughly equivalent to senior high school French, and to prepare him for intermediate and advanced courses in conversational French. Language texts and audio materials will be used. This course may be repeated in January, 1974, subject to demand.

Date: Twenty-five Tuesdays and Thursdays commencing September 25, 1973, 6:30 - 8:30 p.m.

Fee: $75.

Class limit: 20 students.

Intermediate Conversational French

For those with a working knowledge of the French language, this course is designed to develop or to increase conversational ability in French. Films and audio-visual materials will be used.

Date: Twenty Wednesdays commencing September 26, 1973, 7 - 9 p.m.

Fee: $65.

Class limit: 20 students.

Advanced Conversational French

This course requires a higher level of conversational skill than Intermediate Conversational French. Films and audio-visual materials will be used.

Date: Twenty Wednesdays commencing September 26, 1973, 7 - 9 p.m.

Fee: $65.

Class limit: 20 students.

French Culture and Civilization

This is an advanced course designed for those who are interested in acquiring a knowledge of French culture and civilization in Europe and in Canada with particular reference to the place of Quebec in the total Canadian scene. Some of the areas covered will be art, music, history, architecture, etc. Materials and discussions will be presented in French and English.

Instructor: Professor D. Fearon.

Date: Ten Mondays commencing September 24, 1973, 6:30 - 8:30 p.m.

Fee: $30 per person or $50 per couple.

Class limit: 25 students.

French Canadian Literature

Designed to give the student an idea of French Canadian literary works from the nineteenth century to the present day, this course will cover representative novelists, dramatists, and poets of French Canada. Material and discussion will be presented in French and English.

Instructor: Department of Romance Languages staff.

Date: January, 1974.

Intermediate German

This course is a review and continuation course for students who have attended a basic elementary German course or have an equivalent knowledge of the German language.

Date: Twenty Wednesdays commencing October 10, 1973, 7 - 9 p.m.

Fee: $65.

Class limit: 20 students.

German Culture and Civilization

This will be an examination of some of the outstanding men and ideas in the history of the German-speaking countries and the influence that such ideas have had in history. The course is designed for persons who have a reading knowledge of German but are not confident and fluent in the spoken language. The readings will mainly be from German texts, but the discussions will, in general, be held in English.

Instructor: Dr. M. Prokop.

Date: Ten Wednesdays commencing October 10, 1973, 7:30 - 9 p.m.

Fee: $25 per person or $40 per couple.

Class limit: 20 students.

Intensive German for Beginners

An intensive introductory course in German using the oral approach to learning and practicing patterns used in everyday life, this course will include basic grammar and simple reading. The language lab will be used for additional practice.

Date: Twenty Tuesdays and Thursdays commencing January 29, 1974, 7:30-9:30 p.m.

Fee: $65.

Class limit: 20 students.

Modern Hebrew

The main emphasis of this course will be on building the students' vocabulary of modern Hebrew and enabling them to converse in that language. The use of basic texts will, however, deal with grammar and therefore with reading and writing in modern Hebrew. Prospective students are asked to indicate the level of their present competence in the language in order that the instructor may direct the instruction at the appropriate level.

Instructor: Mrs. T. Margolin.

Date: Twenty Wednesdays commencing October 10, 1973, 5 - 7 p.m.

Fee: $70.

Class limit: 20 students.

Conversational Spanish I

This is an introductory course designed to acquaint the student with everyday Spanish conversation. Classwork will include oral practice, basic instruction in grammar, and pronunciation drills. The language lab will be used for additional practice. Two sections of this course will be held.

Date: Twenty Tuesdays commencing October 9, 1973, 8 - 10 p.m.

Fee: $70.

Class limit: 20 students per class.

Swedish—Introduction

This course has six phases: pronunciation, using selections from Swedish radio programs; conversation, based on material in the textbooks; translation, using topics of interest to the students and those current in Swedish life; writing, using the letter as the basic instrument for practice; grammar, using the textbook and xeroxed materials; and general knowledge about Sweden, taken from current printed and audio-visual materials.

Instructor: Mrs. Marianne Morse.

Date: Twenty Tuesdays commencing October 9, 1973, 7:30 - 9:30 p.m.

Fee: $70.

Class limit: 20 students.

SCIENCE AND ECOLOGY

Fundamentals of Archaeology

This course will cover the basic aims and methods of archaeological survey work and will be useful to all persons interested in discovering, surveying, and recording historical sites and the excavation of these sites for historical artifacts. Fundamentals of recording, excavating, drawing, and photography will be covered as well as modern dating techniques and field survey methods. Sites in Edmonton will be dealt with and, wherever possible, field work will be carried out. Slides, drawings, and photographs will be used extensively in the course.

Instructor: Dr. S. P. Vinson.

Date: Four sessions, July 18 and 25, 1973, 6 - 9 p.m., and July 21 and 28, 1973, 9 a.m. - 12 noon.

Fee: $18 per person or $30 per couple.

Field Trips

Each year the Department of Extension holds a number of weekend field trips in geology and ecology to areas of special interest. Usually there are briefing sessions before the trips to provide background information to participants. Trips are made by chartered bus or plane with a lecturer-guide who is an acknowledged expert in the subject under study.

For 1973-74, the following field trips are being planned:

Forestry Field Trip to Hinton
Athabasca Tar Sands Field Trip
Mackenzie River Field Trip
Bighorn Dam Field Trip

Information about these trips will be available at a later date and may be obtained by calling the Department at 432-3116.

Astronomy Today: Our Place in the Universe

The course begins with an outline of the currently accepted picture of the physical universe and of our place within it. Important discoveries and developments of the past "decade of discovery" will be emphasized and examined with a view to understanding their social and philosophical as well as scientific significance. Topics to be considered include quasars and cosmology, the interstellar medium and the origin of life, pulsars, X-ray stars and black holes, manned and unmanned exploration of space. Weather permitting, outdoor observing sessions involving the use of telescopes will be arranged.

Instructor: Dr. D. P. Hube.

Date: Ten Tuesdays commencing October 9, 1973, 7:30 - 9:30 p.m.

Fee: $35 per person or $60 per couple.

Marine Biology

Intended for those individuals who are interested in marine ecology, this course will be concerned with marine organisms and environment. Class presentations will deal with seashore, deep sea, and estuarine ecology. Other discussion topics will be marine farming, scuba diving, subtidal biology, marine food chains, oil pollution, coral reef ecology, ocean fisheries, and food in the future.

Instructors: J. C. Holmes and Fu-Shiang Chia.

Date: Eight Tuesdays commencing October 9, 1973, 7:30 - 9:30 p.m.

Fee: $30.

Prospecting I

This is a lecture-laboratory course in geology and rock and mineral identification. Topics covered include the origin of the earth; how rocks are formed; mineralogy, including identification of minerals; the formation, recognition, and naming of Igneous, Sedimentary, and Metamorphic rocks; ore formations and deposits, and areas in Western Canada of interest to prospectors.

Instructor: Dr. J. D. Godfrey.

Date: Ten sessions, (two per week for five weeks), Mondays and Thursdays commencing October 29, 1973, 7:30 - 9:30 p.m.

Fee:$40.

The Restless Earth

In recent years there has been a revolution in man's understanding of his planet. All the surface is now known to be in motion, typically at speeds of one or two inches per year. New crust is created at the mid-ocean ridges and an equal amount of the surface is thrust under each year at the ocean trenches. This dynamic picture is in contrast with older, static views of the earth. The evidence for the dynamic earth and its consequences for geology and mineral exploration will be discussed in this course. Visits will be made to University research laboratories in which related work is done.

Instructors: Dr. I Gough, Dr. J. Jacobs, Dr. E. Kanasewich, and Dr. R. Lambert.

Date: Saturday, November 3, 1973, 10 a.m. - 5 p.m.

Fee: $10 per person or $15 per couple.

Class limit: 100 students.

Snow and Ice Avalanches

This course will discuss the physical mechanics of snow and ice avalanches as natural hazards, the meteorological conditions leading to avalanche build-up, avalanche control, and rescue.

Instructor: H. J. McPherson.

Date: Four Wednesdays commencing November 7, 1973, 7:30 - 9:30 p.m.

Introduction to Marine Mammals

This five-week course will acquaint participants with the nature of marine mammals and their adaptation to marine life—their anatomy and physiology. Class presentations will deal with the extent of the groups of marine mammals and their present distribution. Specific topics of discussion will include whales, walruses, sea lions, sea otters, fur seals, and polar bears.

Instructor: Dr. Ian Stirling.

Date: Five Wednesdays commencing November 7, 1973, 7:30 - 9:30 p.m.

Fee: $20.

Plants of Alberta

This eight-week course will present a general historical outline of the plants of Alberta. The description and distribution of plant fossils, along with the effect of the Great Glacial Age on Alberta plants, will be discussed. Part of the course will emphasize identification of modern plants.

Instructors: Dr. D. Vitt and Dr. J. G. Packer.

Date: Fall, 1973.

Rock and Mineral Identification

This ten-week course is composed of lecture-laboratory sessions discussing the origin, occurrence, physical properties, composition, and use of rocks and minerals stressing their identification by simple tests on actual specimens. The study of gems and lapidary materials is included. This is an introductory course and students will not be expected to have had previous knowledge of the subject. The class is limited to 24 participants. The Department of Geology, The University of Alberta, as in past years, has generously permitted the use of specimens, equipment, and access to its museums.

Date: Spring, 1974.

CREATIVITY AND PERSONAL DEVELOPMENT

Modern Dance

The Department of Extension co-operates with the Alberta Contemporary Dance Theatre in training in modern dance in the interests of the advancement of this art in Western Canada. In the two years of its existence, the Alberta Contemporary Dance Theatre has become established and recognized not only as a training ground for young dancers in the Province, but also as a channel for their development into professional performers. Besides its productions in Edmonton, the group performs in Calgary and a number of the smaller centres in the Province during the summer. The Department of Extension conducts classes in modern dance at the Beginning, Intermediate, and Advanced levels. Auditions for acceptance into classes at all levels will be held in September, preparatory to the commencement of classes in October. Acceptance into the advanced class will constitute acceptance to the Alberta Contemporary Dance Theatre.

For further information, phone the Department of Extension, The University of Alberta, at 432-5055.

Instructors: Charlene Tarver and Jacqueline Ogg.

A Second Look

This is a program for women who are contemplating furthering their education and/or changing their role in life through voluntary work or through embarking on or resuming a career. It will be of interest to those whose family needs have changed or who are contemplating a change as the result of retirement or job displacement. The emphasis will be on self-understanding and the realization of one's creative potential as a person. Participants will be provided with personal ability and interest tests, and will have opportunities in group settings to discuss and examine their goals, skills, and abilities, as well as the possibilities for their use in the community. Information of various opportunities in education and voluntary and paid employment will be provided by resource personnel.

Class limit: 26 students in each class.

Section I

Instructor: Ko Vandonselaar.

Date: Twelve Wednesdays commencing September 26, 1973, 7:30 - 9:30 p.m.; first meeting at 5:30 p.m.

Place: Corbett Hall, The University of Alberta.

Fee: $30.

Section II

Instructor: Mrs. Mary Lynne Gokiert.

Date: Twelve Wednesdays commencing September 26, 1973, 9:30 - 11:30 a.m.

Place: Y.W.C.A., Edmonton.

Fee: $30.

Section III

Instructor: M. Craig Spencer.

Date: Twelve Mondays commencing October 1, 1973, 7:30 - 9:30 p.m.

Place: St. Albert Public Library.

Fee: $28.

Section IV

Instructor: M. Craig Spencer.

Date: Twelve Tuesdays commencing October 2, 1973, 9:30 - 11:30 a.m.

Place: Glengarry Community Centre, Edmonton.

Fee: $28.

Theory and Practice of Physical Fitness—Men

This course is designed for the average business or professional man who wishes not only to take part in supervised physical exercise, but also in understanding the physiological basis for physical development and well-being. There will be sessions with women participating in a similar course at which general topics relating to physiology, body metabolism, and diet are dealt with.

The minimum age level is 30. All participants must provide their own dress consisting of T-shirts, shorts, and running shoes.

Instructor: Professor G. Elliott.

Date: Forty Mondays and Wednesdays commencing October 1, 1973, 7:30 - 9 p.m.

Fee: $70.

Class limit: 50 students.

Theory and Practice of Physical Fitness—Women

This course is designed for the average business or professional woman who wishes not only to take part in supervised physical exercise, but also in understanding the physiological basis for physical development and well-being. There will be sessions with men participating in a similar course at which general topics relating to physiology, body metabolism, and diet are dealt with.

The minimum age level is 30. All participants must provide their own dress consisting of T-shirts, shorts, and running shoes.

Instructor: Professor Ann Hall.

Date: Forty Mondays and Wednesdays commencing October 1, 1973, 7:30 - 9 p.m.

Fee: $70.

Class limit: 50 students.

Interior Design

Topics to be covered in this course on home planning and furnishing include architectural styles; judging houses and house plans; planning work and storage areas; traditional and modern furniture styles; individuality in furnishings; choosing color schemes, floor coverings, drapery fabrics, pictures and wall decoration; table settings; and flower arrangements. A textbook, color and furniture charts, and booklets on planning and buying are included.

Instructor: Mrs. Helen Bentley.

Fee: $40 per person or $65 per couple.

Class limit: 75 students per class.

Section I

Date: Twenty Tuesdays commencing October 2, 1973, 7:30 - 9:30 p.m.

Section II

Date: Twenty Wednesdays commencing October 3, 1973, 7:30 - 9:30 p.m.

Eastern and Western Approaches to Physical Development

Participants in this course will examine and practice approaches to the control and development of the human body based on Yoga and Western philosophy. The first half hour of each session will consist of a discussion of the philosophical concepts underlying Yoga, while the remainder of each session will be taken up with explanations, comparisons, and practice of exercises arising out of both Yoga and Western philosophy.

Instructors: Dr. D. Prithipaul and Dr. Mohan Singh.

Date: Eight Tuesdays commencing October 9, 1973, 7:30 - 9:30 p.m.

Fee: $25 per person or $40 per couple.

Class limit: 25 students.

What to Listen for in Music

Appreciative listening implies both enjoyment and understanding. Without enjoyment, understanding is mere pedantry; without understanding, enjoyment must remain a vague thrill. Recorded masterworks will be examined to discover how composers express themselves in music. When technical matters must be introduced, they will be thoroughly explained and demonstrated.

Instructor: Dr. A. A. Smith.

Fee: $30 per person or $50 per couple.

Section I

Date: Ten Tuesdays commencing October 9, 1973, 8 - 9:45 p.m.

Section II

Date: Ten Tuesdays commencing February 5, 1974, 8 - 9:45 p.m.

Writers' Seminar

This program is designed for amateur and semiprofessional writers who wish to study and perfect the methods and approaches which are found to be effective in various areas such as poetry, the novel, the short story, drama, and television.

Instructor: Professor W. Meilen.

Date: Ten Tuesdays commencing October 9, 1973, 7:30 - 9:30 p.m.

Fee: $35 per person or $60 per couple.

Class limit: 25 students.

How Adults Learn

This is a short course designed to help adults who are starting or proposing to start studies after a period away from them. Adult learning capacities, motivation, experience as an aid to learning, and the use of printed and audio-visual materials in studying will be discussed.

Instructors: Moira English, Hayden Roberts, and Jim Shaw.

Date: Five Thursdays commencing October 11, 1973, 7:30 - 9:30 p.m.

Fee: $10 per person or $15 per couple.

Class limit: 15 students.

Care of House Plants

This is an introductory course designed to give an overview of the various considerations in the maintenance and care of house plants. Factors such as temperature, growing media, watering, atmosphere, fertilizers, light, sanitation, and special treatments will be discussed as they relate to flowering plants, cacti and succulents, as well as foliage and tropical plants.

Date: Two Tuesdays, October 16 and 23, 1973, 7:30 - 9:30 p.m.

Fee: $5 per person or $7.50 per couple.

Gardening for Apartment Dwellers

This is a course for people interested in developing and maintaining a garden in their apartment. Various locations such as balconies, sunny windows, and special structures like light wagons and floral carts will be reviewed. Discussion will cover alternative containers such as pots, flats, planters, window boxes, aquariums, terrariums, ceramic dish gardens, and barrels. Consideration will also be given to the various kinds of plants suited for apartment growing and types of growing media.

Date: Five Tuesdays commencing February 5, 1974, 7:30 - 9:30 p.m.

Fee: $10 per person or $15 per couple.

Textiles: Cultural and Creative

The purpose of this course is two-fold: the artistic appreciation of design through the study of textiles and design of different regions of ethnic groups; and the creative design of present-day materials by using techniques, some of which are pre-Columbian in origin. There will be demonstrations and instruction in techniques of Asian Mirror Embroidery, Peruvian stitchery, and San

Blas Molas. Original designing in these methods will be explored by each student. The course is open to teenagers and adults interested in the cultures of Asia, South America, and Central America. No previous expertise in needlework is required. A wide variety of materials will be available.

Instructor: Mrs. Helen Bentley.
Date: Seven Thursdays commencing October 18, 1973, 7:30 - 9:30 p.m.
Fee: $32.
Class limit: 18 students.

Exploring Our Creativity

We live in an active or a passive mode, a mode of doing or being. More and more our culture emphasizes passiveness among the majority and activeness only for a few. Personal creativeness becomes subordinated both by our culture and by ourselves, and we fail to realize our capacities as people. There are, however, times when to be active, to do, is the appropriate mode for us, while there are other times when to be passive, to be, is appropriate. This workshop will be designed to enable participants to discover more about their personal mode and to have an opportunity to challenge it and work with it, using the media of physical movement, music, visual art, and group creativeness.

Instructors: Kristen Glade, Linda Green, Roger Deegan, and Harry Savage.
Date: Saturday, October 27, 1973, 10:30 a.m. - 9 p.m.
Fee: $10 per person or $15 per couple.
Class limit: 50 students.

Creative Stitchery and Design

The art of needlework and its history will be studied through slide lectures. Demonstration of methods used today will show possibilities in design and color, form, and materials. Participants will explore techniques of drawing threads, knotting, twining and couching of fabrics; needlepoint and its variations; and crewel embroidery.

There will be studio time to design textiles for specific purposes. The course will be of interest to men as well as women.

Instructor: Mrs. Helen Bentley.
Date: Eight Thursdays commencing January 17, 1974, 7:30 - 9:30 p.m.
Fee: $33.
Class limit: 18 students.

APPLIED BEHAVIORAL SCIENCE

Recruiting, Training, and Supervision of Volunteers and Management of Volunteer Assistance

This course will be of particular interest to co-ordinators and directors of volunteer services. Content will include the development of volunteer programs; the recruitment, interviewing, screening, placement, orientation, and evaluation of volunteers; training and recognition for volunteers; and the role and attributes of an effective volunteer co-ordinator.

Instructors: Lois Berry, John Lewak, and Dr. Paul Zelhart.
Date: Ten Tuesdays commencing October 9, 1973, 7 - 9 p.m.
Fee: $30.
Class limit: 30 students.

Education for Marriage

Education for marriage is designed both for those contemplating marriage and for those who are already married. Key concepts such as love, communication and feelings, sexuality, and family planning will be presented through lectures and group discussions.

Instructor: Dr. Wesley Adams.
Date: Ten Tuesdays commencing October 9, 1973, 6 - 8 p.m.
Fee: $30 per person or $50 per couple.
Class limit: 30 students.

Psychology of Human Relations

This course will be an examination of factors such as trust, communication, conflict, openness, power, and dependency and their effect upon relationships between people. Theoretical presentations and in-class demonstrations will be geared to the identification of principles and the development of skills which lead to effective and satisfying human relationships in a variety of settings.

Instructor: Dr. Kingsley Payne.
Date: Ten Tuesdays commencing October 9, 1973, 7:30 - 9:30 p.m.
Fee: $30.
Class limit: 25 students.

Becoming a More Effective Parent

The nagging parent and the resisting child can learn to meet their needs without the usual power struggle. These workshop sessions will give parents the opportunity to practice new communication skills and to develop appropriate ways of responding to their child's needs as well as expressing their own in an atmosphere of co-operation rather than resentment. The result of better listening and clearer messages can be the warm, understanding relations which we all seek to create.

Instructor: Mrs. Margaret Tyndall.
Date: Seven Tuesdays commencing October 9, 1973, 7:30 - 10:30 p.m.
Fee: $33 per person or $55 per couple.
Class limit: 30 students.

Psychology of Human Behavior I

An introductory course in understanding human behavior with application to family, self, and others. Topics to be covered include ways in which we can influence the personality, emotional, intellectual, moral, and social development of our children; motivation; learning; and individual differences.

Instructor: Dr. Len Stewin.

Date: Ten Tuesdays commencing October 9, 1973, 8 - 10 p.m.

Fee: $30.

Class limit: 30 students.

Psychology of Person Perception

Emphasis will be on the development of skills to enable class participants to more accurately perceive others. The instructors have been engaged in research in this area and the course content will be related to their findings.

Instructors: Dr. Len Stewin and Dr. D. Sawatsky.

Date: Ten Wednesdays commencing October 10, 1973, 7:30 - 9:30 p.m.

Fee: $30.

Class limit: 30 students.

Psychology of Women

Research has suggested that the personality characteristics of passivity, dependence, and lack of self-esteem have repeatedly differentiated women from men. This course will examine the social and personality characteristics of women and the biological, cultural, and family origins of such characteristics. Questions such as "Are women unconsciously motivated to avoid success?" and "Does the liberation of women threaten both sexes?" will be discussed.

Instructor: Dr. Lorraine Wilgosh.

Date: Ten Wednesdays commencing October 10, 1973, 8 - 10 p.m.

Fee: $35 including text.

Class limit: 25 students.

Psychology Today

An introductory review of some aspects of applied psychology with particular emphasis upon the understanding and treatment of emotional problems, this course will cover such topics as behavior problems of childhood, modern marriage, group therapies, drugs, aspects of human sexuality, and others.

Instructor: Dr. Kingsley Payne.

Date: Ten Wednesdays commencing October 10, 1973, 7:30 - 9:30 p.m.

Fee: $30.

Class limit: 30 students.

Thanatology: Preparation for Living

Death has tended to be treated as a taboo subject in our society, yet thoughtful persons have pointed out that we must learn to die before we can truly live.

The goal of this course will be to engender a fuller appreciation of life by preparing the way for the development of a "freeing" and meaningful philosophy of death. Presentations, readings, and class discussions will include the meaning of death in ancient civilizations, immortality versus resurrection, euthanasia, bereavement, funeral practices in North America, and growing old.

Instructor: Ronald K. Dougan.

Date: Ten Wednesdays commencing October 10, 1973, 8 - 10 p.m.

Fee: $30.

Class limit: 25 students.

Emotionality and You: Cause and Effect

This course goes into foundations of emotionality and its effects. Material will cover sources of emotionality and related behavior disorders, methods of adaptation, positive and negative aspects of motivation, and other related areas.

Instructor: John Wozny.

Date: Ten Wednesdays commencing October 10, 1973, 7:30 - 9:30 p.m.

Fee: $30.

Class limit: 30 students.

Child Development: Stages, Capacities, and Abilities

This course deals with the developmental processes from conception to adolescence in normal and exceptional children. Learning abilities, socialization, emotionality, and maximization of individual capacities will be examined in depth.

Instructor: John Wozny.

Date: Ten Thursdays commencing October 11, 1973, 7:30 - 9:30 p.m.

Fee: $30.

Class limit: 25 students.

Psychology of Human Behavior II

A five-week series of lecture/discussions on human aggression, conformity and obedience, prejudice, and the bases of interpersonal attraction. Prerequisite: Previous participation in an introductory psychology course or Psychology of Human Behavior I.

Instructor: Dr. Len Stewin.

Date: Five Mondays commencing October 15, 1973, 8 - 10 p.m.

Fee: $20.

Class limit: 20 students.

Public Administration

LOCAL GOVERNMENT STUDIES

Two certificate programs are offered under Local Government Studies: the Certificate in Local Government and the Certificate in Municipal Assessment.

The Advisory Committee listed below serves as the advisory committee for both certificate programs.

ADVISORY COMMITTEE

D. D. Campbell, (Chairman), Director of Extension, The University of Alberta.

D. A. Bancroft, Professor of Extension, The University of Alberta.

E. W. Ratsoy, Associate Professor of Educational Administration, The University of Alberta.

V. Salyzyn, Associate Professor of Economics, The University of Alberta.

A. Bredo, Chief Administrative Officer, Department of Education, Government of Alberta.

W. R. Duke, (alternate), Associate Director of Field Services, Department of Education, Government of Alberta.

J. M. Fleming, Chief Municipal Inspector, Department of Municipal Affairs, Government of Alberta.

R. L. Cross, Secretary, Alberta Assessment Equalization Board.

W. D. Isbister, (ex officio), Deputy Minister, Department of Municipal Affairs, Government of Alberta.

E. J. Dawson, Assessor, City of Lethbridge, President, Alberta Assessors' Association.

D. A. McTavish, (alternate), Vice-President, Alberta Assessors' Association.

G. Wendt, County of Strathcona, School Business Officials of Alberta.

U. B. Meyers, Secretary-Treasurer, Town of Carstairs, Alberta Urban Municipal Administrators' Association.

G. J. Burnstad, (alternate), Secretary-Treasurer, Town of Redwater, Alberta Urban Municipal Administrators' Association.

G. King, Municipal Secretary, Municipal District of Kneehill, President, Alberta Rural Municipal Administrators' Association.

R. B. Robbins, (alternate), Municipal Secretary, County of Lacombe, Alberta Rural Municipal Administrators' Association.

Ralph Brown, President, Alberta Association of Municipal Districts.

E. Newman, Executive Secretary, Alberta Urban Municipalities Association.

J. L. Tymko, Director of Economic Services, Alberta School Trustees' Association.

CERTIFICATE IN LOCAL GOVERNMENT

The Certificate Program in Local Government requires the completion of four courses, one course per year.

The program includes Local Government Introduction, Local Government Business Affairs, and Local Government Organization as compulsory courses. To complete qualification for the Certificate, one optional course must be taken. The courses may be taken in any order since not all courses are offered each year. The year each will be offered is noted in the description. The fee for each course is $110.

Local Government Organization

A review of the organization of local governments in Alberta is provided in the first half of this course. The powers and duties and legal status of the councils and boards in local government are treated in the second half.

Term: 1973-74.

Local Government Introduction

This course is constructed to permit all students in both the Local Government and Municipal Assessment series to be combined into one class. It covers a half term on history and background, and a half term on finance.

Term: 1974-75.

Local Government Business Affairs

This course is designed to cover essential concepts of commercial law for the managers of municipal or school businesses. It includes law of contract, law of agency, sale of goods,

property management, insurance management, public finance, and elementary accounting principles.
Term: 1975-76.

OPTIONAL COURSES

Municipalities Planning

Giving basic principles and some outline of procedures of the planning functions for Alberta municipalities, this course covers such areas as planning law and authority, planning processes and the general plan, and land use theory and planning administration in Alberta.
Term: 1973-74.

Local Government Accounting

Offered in certain years on an open class basis for all students and practitioners of local government accounting, this course deals extensively with fundamental concepts of municipal and school accounting procedures in Canada. It covers fund accounting, general revenue funds, capital and loan funds, other funds, financial statements, budgeting, cost accounting, interpretation and auditing. Many illustrations are provided and modern techniques are examined.
Term: 1974-75.

NOTE: For the fourth year, one of the listed options may be substituted by a course from the options list for the Certificate in Municipal Assessment upon permission of the instructor.

CERTIFICATE IN MUNICIPAL ASSESSMENT

The Certificate Program in Municipal Assessment is a four-year program requiring the completion of four courses. One of the four years may be taken from the Appraisal Institute of Canada. The fourth year permits an option which may be chosen from the list to follow. The courses may be taken in any order since not all are offered each year. The year each course will be offered is noted in the description. Requirements and offerings are set out below. The fee for each course is $110.

Assessment Elements

The assessment function, principles, and an introduction to land economics comprises the first half of this course. In the second half the course concentrates on soil qualities and land inspections for assessments.
Term: 1973-74.

Local Government Introduction

This course is constructed to permit all students in both the Local Government and Municipal Assessment series to be combined into one class. It covers a half term on history and background, and a half term on finance.
Term: 1974-75.

Assessment Appraisal

This is the theory course of the Appraisal Institute of Canada, modified for the particular needs of municipal assessors. Extensive treatment is given to the principles of valuation, the market approach, the cost approach, and the income approach, with reference to the use of these approaches in assessment procedure.
Term: 1975-76.

OPTIONAL COURSES

Economics

This is a general introduction to the study of economics. Theory of markets, prices, competition, marginal and average costs, and other basic concepts are topics of study.
Term: 1973-74.

Assessment Uniformity

An advanced study of the property tax base in Alberta municipalities and a method of relating assessments to another standard of valuation, this course considers computation of assessment sales ratios, mean ratios, medians, coefficients of variations, and computation of correlation and regression coefficients.
Term: 1974-75.

NOTE: For the fourth year, one of these options may be substituted by a course from the options list for the Certificate in Local Government upon permission of the instructor.

CERTIFICATE IN PUBLIC ADMINISTRATION

This program is arranged and organized by the Department of Extension in co-operation with the Department of Political Science and the Department of Economics.

It is designed to meet the need for the training of civil servants in administration to enable them to perform their increasingly diverse functions more effectively. It will provide an intensive review of the nature of the Canadian economy and its special problems, the structure of Canadian society, including the forces and trends which are transforming it, together with a study of the techniques of administration and the human relations base on which they rest.

ADVISORY COMMITTEE

D. D. Campbell, (Chairman), Director of Extension, The University of Alberta.

D. A. Bancroft, Professor of Extension, The University of Alberta.

C. M. Lockwood, Assistant Director of Extension, The University of Alberta.

B. Oviatt, Training Division, Ministry of Transport, Government of Canada.

H. L. Biehn, (alternate), Assistant Regional Director, Public Service Commission, Government of Canada.

R. J. Clark, Supervisor, Training and Development, Personnel Administration Office, Government of Alberta.

D. E. Massig, Departmental Personnel Officer, Department of Lands and Forests, Government of Alberta.

D. Hiron, Training and Testing Officer, Personnel Department, City of Edmonton.

G. Dacks, Assistant Professor of Political Science, The University of Alberta.

S. M. Qureshi, (alternate), Professor of Political Science, The University of Alberta.

V. Salyzyn, Associate Professor of Economics, The University of Alberta.

General Information

The program is open to persons who have assumed, or will shortly be assuming, positions of increased responsibility in their civil service careers and who wish to prepare themselves through prior study.

The program consists of the following subjects: Economics, Organization and Administration in the Government of Canada, Sociology, Public Finance, Canadian Government Structure, Quantitative Methods, Geography, Administrative Law, and Organization Theory: Human Relations. The University of Alberta awards a Certificate in Public Administration to students who successfully complete six subjects. The University reserves the right to specify that certain subjects shall be required.

Fees and Registration

A student may enroll in two subjects in the same term. By undertaking two subjects in each term, the student may complete the program in three years. Many students elect to take only one subject per year. Instruction is given in two-hour lectures for 25 weeks for a total of 50 classroom hours per course on The University of Alberta campus. The fee for each course is $120.

The University of Alberta reserves the right to restrict registration in any class or cancel any class for which there is insufficient registration.

Completed applications for admission to the program must be forwarded to the Advisory Committee, Public Administration Division, Department of Extension, The University of Alberta, Edmonton, by September 30, 1973.

COURSES

Economics

This course is a brief description of the Canadian economy. Elementary theory of prices, markets, competition, and other basic concepts, with some attention to the impact of governments, will be discussed.
Term: 1973-74.

Organizaton and Administration in the Government of Canada

This course deals with the public administration of government at federal, provincial, and local levels. Instruments of administration departments, civil servants, corporations, budgets, delegation, and control will be discussed.
Term: 1973-74.

Sociology

The origin of sociological principles to human relationship in the occupational and social environments will be under study in this course.
Term: 1973-74.

Public Finance

The taxation and expenditure operations of government in modern Canada as a function of deliberate public policy will be discussed as will the scope of activity, public purposes and policies, and tax reforms.
Term: 1974-75.

Canadian Government Structures

A study of institutional and political structures and processes in the Canadian confederation, this course considers the political science of federalism in contemporary Canada.
Term: 1974-75.

Quantitative Methods

The application of statistical methods to the solution of problems with emphasis on prediction techniques, sampling, time series, and index numbers; other quantitative techniques in planning and programming; and application to computer methods are the subjects of this course.
Term: 1974-75.

Geography

This course discusses the regional geography of Canada: the problems set by the physical environment to the process of settlement, other influences on settlement, different solutions adopted in different regions. It provides a geographic perspective on contemporary Canadian problems.
Term: 1975-76.

Administrative Law

An examination of the delegation of legislative, judicial, and administrative power to individuals and tribunals; and a consideration of the legislative and judicial controls exerted on the exercise of power by administrators comprises part of this course. Consideration will be given to methods of bringing decisions before the courts and grounds for upsetting such decisions, in addition to such topics as the rules of natural justice, abuse of discretion, the Administrative Procedures Act, and the role of the Ombudsman.
Term: 1975-76.

Organization Theory: Human Relations

The purpose of this course is to provide a link between theory of organization and administration and the practical processes of administration. It takes its direction from the human relations area of investigation rather than effective management or efficient organization. The bureaucracy is investigated as a means of gaining objectives for both people and institutions.
Term: 1975-76.

SHORT COURSES

Refresher Course in Municipal Administration

An annual conference course, the Refresher Course in Municipal Administration, will be held at the Banff Centre on Monday, Tuesday, and Wednesday, June 3 to 5, 1974. Topics of current interest to municipal administrators will be studied. Both elected and appointed municipal officials from rural and urban units are invited. A record of proceedings is published.

Short Course in School Administration

Separate sessions for school trustees and school board secretaries are programmed for this conference. The 1974 annual presentation is scheduled for Thursday, Friday, and Saturday, June 6 to 8, 1974, at the Banff Centre. Joint sessions of trustees and secretaries are held for special informational presentations by the Department of Education and for special speakers.

Annual Report

EXTENSION ACTIVITIES OF THE UNIVERSITY OF ALBERTA FOR THE YEAR ENDED MARCH 31, 1973

Dr. Max Wyman,
President,
The University of Alberta.

Dear Mr. President:

I have pleasure in presenting the 60th Annual Report on the Extension activities of The University of Alberta for the year ending March 31, 1973.

The founding President of The University of Alberta, Henry Marshall Tory, on his initiation in office, noted that it was the task of this University to carry its resources to the minds and hearts of all of the citizens of the Province. Moreover, it was his view that the strength of this University and the degree of public support afforded it would be determined by how energetically it undertook this task.

This Report reflects some of the ways in which the University reaches out to its Alberta constituency. To summarize, during the year the Department organized 380 courses, classes, and conferences at 22 centres in the Province with an aggregate registration of 12,000 and circulated 50,000 reels of 16mm films and 100,000 volumes from its Library. Its total staff numbers 68, among whom are 17 professional members. In its internal organization, the Department is currently structured in these divisions: Business and Professional Studies, Liberal Studies, Fine Arts, Local Government and Public Administration, Agriculture and Rural Development, the Educational Media Division, and the Extension Library. The Department is linked with the General Faculties Council and the Senate of the University through the membership, ex officio, of its Director. It coordinates its work with other universities in the Province through a Standing Committee on Continuing Education of the Universities Co-ordinating Council. It coordinates its efforts to other continuing education agencies through its membership in the Alberta Association for Adult Education and through a parallel organization, the Edmonton Association for Continuing Education and Recreation. And, finally, to maintain the broadest contact with the community and to ensure the relevance of its offerings, the Department functions deliberately through a host of standing advisory committees in matters of program.

LIBERAL STUDIES

The adult learner engaging in informal learning is, of course, a volunteer. Thus, as is the case with other Divisions of the Department, the task of the Liberal Studies Division is the development of learning opportunities stemming out of the humanities and the social sciences relevant to the student's perception of needs.

A principal thrust in its efforts has been towards the modern languages and literature. Two hundred students were enrolled in 14 courses in French, Arabic, Spanish, Russian, and German. A new course of special interest was Writing Local Alberta History. In this lecture series, 49 students explored methods of collecting and recording aspects of the historical development of this Province with professional historians and archivists. The bulk of the work in the applied social sciences was in the application of psychology to contemporary life through the medium of Mental Health Seminars, Gestalt - Encounter Groups, and Group and Organizational Dynamics, among others. Over 500 students were enrolled in these programs in Edmonton during the year.

Current lay interest in environmental quality has stimulated the development of a number of courses based on groupings of the natural sciences. An approach this year of particular interest was a group of field trips in which a lecture series preceding departure was coupled with on-the-spot instruction en route. Among these were two Dinosaur Field Trips to Drumheller and the Cypress Hills and another, Strip Mining Field Trip to Lake Wabamun.

Through the joint appointment between the Student Counselling Services and this Department of Mr. Marvin Roth, counselling has been made available to students interested in pursuing their own education. Such counselling is not designed merely to assist the students in their choice of programs made available by the University; rather, it is intended to provide an opportunity to adults with educational, vocational, or personal concerns to discuss these with a professionally qualified counsellor, his guidance supplemented where necessary with batteries of tests. In all, 151 persons were served in 295 appointment periods in the seven month period ending March 31, 1973.

BUSINESS AND PROFESSIONAL STUDIES

The goal of this Division is the provision of opportunities for the upgrading of skills, the consideration of the social and other consequences of business activity, and familiarization with newly developed theory in the vocations and professions.

A substantial investment in time and energy is made through the medium of a series of Certificate Programs which, currently, include Management Development, Personnel Administration, Management Science, and Computer Programming. Typically, these Certificate Programs require of the student the completion of six to eight courses, each involving 50 hours of class time. Each of the certificate programs is guided by an Advisory Committee whose membership will include both members of the University staff and private citizens. An aggregate of 749 students were involved in these. In related work, the Department, in co-operation with these organizations, arranged instruction for the Society of Industrial and Cost Accountants of Alberta, the Certified General Accountants Association of Alberta, the Canadian Institute of Management, and the Institute of Canadian Bankers. These programs of instruction draw heavily on the instructional resources of the related certificate programs.

The programs of continuing education developed for professional engineers attracted 795 registrants, among them Theory and Applications of X-Ray Florescence Analysis, Solid State Components and Circuit Applications, Power System Analysis, Digital Interface and Logic Design, and Basic Corrosion. Two courses with a particular relationship to northern development—Airphoto Interpretation and Alberta Remote Sensing Training—were offered, the former under the instruction of Dr. J. D. Mollard of Regina and the other by a team of lecturers headed by Prof. R. N. Colwell of the California Remote Sensing Laboratory. Certain of these programs are developed in direct consultation with Alberta corporations, as, for example, that of AGT Continuing Education for Engineers which has been in development over the last eighteen months in consultation with Alberta Government Telephones. Involving a number of subject areas and combining both lecture series and residential seminars, this program is presented in cooperation with the Division of Continuing Education of The University of Calgary and the Departments of Electrical Engineering of both The University of Calgary and The University of Alberta.

The annual National Conference on Earth Science, in its sixth year, was focused on The Geology of Arenaceous Deposits. Sixty-one geologists from across the continent attended this week-long residential course, instruction in which was led by Dr. Percival Allen, University of Reading; Dr. Hans Füchtbauer of Ruhr-Universität, Bochum; and Dr. Sherwood Gagliano of Louisiana State University.

For nine years, the Department, in conjunction with the profession, has conducted a program of continuing legal education. During the year, seven seminars were offered, all but one of which were replicated in Calgary. Subject areas opened for discussion included Intoxicants and the Law, Probate Practice, Condominium Conveyancing, Bail Reform, and Law Refresher Course on Tax Planning. Distinguished practitioners from across Canada, among them J. Alex Langford, Q.C., Toronto; M. A. Mogan, Toronto; G. Tamaki, Q.C., Montreal; and J. A. Brulé, Toronto, contributed to this series in which 924 students were registered.

A major program of the Department, the second anuual Arctic Summer School, reflects the keen interest of professionals in business and industry in problems of environmental quality and ecological control in the northern reaches of Canada. This program, of two week's duration, represents a major Departmental undertaking involving the selection of both staff and students in a program staged in and around Inuvik and the shores of the Arctic Ocean. Fifty-eight students, representative of government and a wide range of corporations, were selected to attend from across the continent. A related course in Edmonton, The Development of the Mackenzie Valley, was directed to 66 Alberta participants. Each of these two major programs is interdisciplinary in nature and designed to expose managers and professionals to the technical, social, and political problems which are attendant on northern development.

Particular attention has been paid during the year to the formal publication of groups of papers presented in programs developed by this and other divisions of the Department. They include:

"Second Surveying and Mapping Colloquium for the Petroleum Industry", Papers from Conference held May 24-26, 1972, Banff, Alberta (Edmonton: Department of Extension, The University of Alberta, 1972).

"1972 National Conference on Earth Science, Arenaceous Deposits: Sedimentation and

Diagenesis", May 1-5, 1972, Banff, Alberta, ed. by Frank D. Crawford (Edmonton: Department of Extension, The University of Alberta, 1972).

Denis B. Johnson and Norah Chow-Li, "A Study of Commercial Blight and the Function of Whyte Avenue, Edmonton" (Edmonton: Department of Extension, The University of Alberta, 1972).

M. James Dunn and Derek James McCune, "Consumer Behavior in Edmonton Retail Trade Areas" (Edmonton: Department of Extension, The University of Alberta, 1972).

"Bail Reform: Four Papers", June 16, 1972, Edmonton, Alberta (Edmonton: Department of Extension, The University of Alberta, for the Committee on Continuing Legal Education in the Province of Alberta, 1973).

PUBLIC ADMINISTRATION TRAINING

Essentially, this Division extends parallel opportunities in training and education to those noted above, to government officers at the municipal, provincial, and federal levels.

There are three principal vehicles for this training: the Certificate Course in Local Government requires the completion by the student of four courses. The two offered this year were Local Government Business Affairs and Local Government Accounting and they registered 83 students. The Certificate Course in Municipal Assessment offered Assessment Appraisal and Assessment Uniformity to 89 students. In each instance the instruction was offered at regional seminar points across the Province, this year including Edmonton, Peace River, Grande Prairie, Calgary, and Lethbridge. Though both programs were initially designed to meet the training requirements of government officers, the Certificates have come to be required by employing municipalities as a normal credential. The third main vehicle of training, the Certificate Program in Public Administration, comprises nine courses. Three of them—Organization Theory: Human Relations, Administrative Law, and Geography—were offered in Edmonton during the year to 47 students. Each of the certificate programs is guided by Advisory Committees whose membership is drawn from the Alberta Department of Munnicipal Affairs, Education, Lands and Forests, the Alberta School Trustees' Association, the Urban Secretary-Treasurers' Association, the Alberta Rural Municipal Administrators' Association, the School Business Officials of Alberta, the Public Service Commission of Canada, the City of Edmonton, the Alberta Assessors' Association, the Alberta Association of Municipal Districts, and the Alberta Urban Municipalities Association.

Two of the longest established short courses organized by this Division are the annual School Administration Short Course and Trustees Seminar, in its 28th year, and the annual Refresher Course in Municipal Administration, in its 34th year. Among the consultants presenting papers to the 524 registrants in these programs were The Honourable Clarence Copithorne, Alberta Minister of Highways; W. D. Isbister, Alberta Deputy Minister of Municipal Affairs; A. M. Brownlee, Q.C.; The Honourable Lou Hyndman, Alberta Minister of Education; M. A. Strembitsky, Superintendent, Edmonton Public School District; Dr. George Bevan, Director of Curriculum and Instruction, Lethbridge Public School District.

Related in terms of subject matter is the Real Estate Certificate Program which provides students (many of them not realtors) with a basic training in that field. The objective of the program is to blend theoretical concepts and regional practice towards broadening the students' grasp of the forces at work in real estate transactions. Among the 197 students registered in this program during the year were real estate practitioners, institutional investors, property developers, contractors, and private citizens. It was augmented during the year by a series of short courses designed to explore specific subject areas in some depth. Among them were Basic Mortgage Finance, Income Property Analysis, Residential Real Estate Field Trip, and Industrial and Commercial Real Estate Field Trip. In all of these, 162 students were registered.

Grateful acknowledgement is made of fund assistance provided by the Alberta Real Estate Association in the amount of $20,000 over the past five years which has made possible the forwarding of research in this area. Studies currently in process are "Quality and Ranking of Shopping Centres in Edmonton," Stanley Waterman; "Consumer Perception of Retail and Domestic Contribution to Taxes in Towns and Villages in Alberta," D. G. Murri and V. B. Proudfoot; "Residential Mobility in Edmonton," Kevin McCracken; "Real Estate Salesforce Management of Time," Wm. A. Preshing; "An Investigation of the Determinants of Consumer Spatial Behavior," Sheila A. Brown and K. J. Fairbairn.

COMMUNITY RESOURCES DEVELOPMENT

The responsibilities undertaken by the Department in rural leadership training and those in assistance to professional agriculturalists are linked within this Division.

In the leadership development area, the thrust of the Department has been towards assisting the citizen in the definition of social, economic, and political problems affecting him and in helping him to bring opinion to bear in the solution of problems. The oldest annual offering is the 22nd Annual Leadership Techniques Short Course which, over that period, has been annually developed by the Department jointly with the Alberta Wheat Pool, the United Grain Growers, the United Farmers of Alberta Cooperative, and Unifarm. Staffed largely by University staff, it is directed to assisting rural leaders to develop an understanding of the dynamics of group organization and the exercise of leadership skills. Forty leaders selected by farm organizations, including representatives of Metis bands and Indian reserves, attended. A somewhat parellel program, Small Group Leadership, places the emphasis on experiential learning, the dynamics of individual behavior, and interaction processes of groups. Fifty-seven participants from Alberta, Saskatchewan, and Manitoba attended this program. Fifty-two participants from across Canada were registered in the Fifth Annual Western Canada Community Leadership Laboratory offered jointly by The University of Alberta, The University of Calgary, the University of Saskatchewan, the University of Manitoba, and Brandon University. The principal consultant to this program was Dr. Edward Moe of the University of Utah.

In the agricultural area, the goals of the Department in continuing education centred around basic issues confronting the Alberta agricultural community and have been pursued through the medium of residential seminars and short courses organized around a major commodity interest. The specific intent is to present the latest information and research and to consider the implications of these on decision making at the producer level and in policy development at the industry level.

A new program introduced during the year was the Pork Seminar held in Olds, June 15-17, in cooperation with the Western Hog Growers' Association and the Alberta Hog Producers Marketing Board, which involved 71 commercial pork producers and others. Supplementing the contribution of University of Alberta faculty members, consultants to the seminar included Seaton H. Backster, The North of Scotland College of Agriculture, Aberdeen; W. E. Rempel, Professor of Animal Breeding, University of Minnesota; and A. J. Muehling, Associate Professor of Agricultural Engineering, University of Illinois. Another new program of interest to the 44 agricultural advisors and farm and ranch managers who attended was the four-day residential Farm Law Seminar held in Banff, May 23-27, under the leadership of staff members of the Faculty of Law.

As do others, this Division continues to serve in an advisory and instructional capacity in the work of other organizations, including the Alberta Department of the Environment, Unifarm, and the Rural Education and Development Association. As in the past, it functions jointly with the Faculty of Agriculture and Forestry in the preparation and distribution of agricultural publications, included among which in the course of the year were the following:

Soil Survey of the Mount Watt and Fort Vermilion Area
Soil Survey of the Tawatinaw Map Sheet
Proceedings of the Pork Seminar, June, 1972
Proceedings of the Ninth Annual Cattlemen's Short Course, 1972

FINE ARTS

Interest in instruction in the fine arts continues to flourish. As is evident from Table 1, over 1,000 students were enrolled in courses in drawing, painting, ceramics, the dance, music, photography, and printmaking. Apart from the instruction which the Department is able to offer from its own resources, it maintains an advisory-coordinative role with classes in the rural areas and small towns at such points as Banff, Bon Accord, Edson, Hinton, Hughendon-Czar, Lacombe, Medicine Hat, Nanton, Ponoka, Rimbey, St. Paul, Ralston, Grande Cache, Vulcan, Stavely, Strathmore, Rocky Mountain House, Vegreville, Westlock, Whitecourt, and Wetaskiwin. Classes in these centres are linked through the Alberta Association of Community Art Classes to which the Department has given considerable assistance since its inception.

During the year, a thorough-going review of the overall program was undertaken through an Advisory Committee to the Fine Arts Program, Department of Extension, the membership of which comprises Professor D. Haynes, Professor R. Silvester, and Professor R. A. Davey of the Department of Art and Design, and Professor D. Barry, Professor H. Savage, and Professor H. Wohlfarth of the Department of Extension, under the chairmanship of the Director. As a product of its meetings, the basic syllabus in the visual arts has been modified and a number of important policy changes implemented reflecting the increased capacity of the Province's Community Colleges to undertake a larger share of responsibility in continuing education.

In addition to its regular program, the Department undertook three projects of particular interest. A Printmaking Workshop under the instruction of Deli Sacilotto of York University; a Ceramic Workshop under Bryan Newman of the Harrow School of Art, London, England; and a Ceramic Plaster Workshop instructed by Niels Gravson of Lethbridge altogether enrolled 107 students. In addition, the annual lecture series this year included the following: "Painting in Edmonton," Terry Fenton, Edmonton Art Gallery; "Paintings of Jack Taylor," Professor Allison Forbes, Department of Art and Design, The University of Alberta; "Primitive Art," Trisha Gessler, Edmonton; "The History of Edmonton," Gladys Reeves, Edmonton.

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EXTENSION LIBRARY

Initiated in 1913, the Extension Library was established to make available to rural Albertans remote from book collections a regular library service by mail, which responsibility it has undertaken through the provision of books to individual readers—the Open Shelf service—and through Travelling Libraries—boxes of 30-40 books circulated to interested groups of borrowers across the Province. The circulation of this library has risen steadily over the last six decades as its book stock was enlarged.

Regrettably, since 1956-57 the circulation in both the open shelf service and the travelling library service has dropped drastically, a consequence of reduced resources. In face of this, an Advisory Committee on Learning Resources to the Department of Extension, The University of Alberta, was formed in 1972 to study the problem and make fresh representations to those concerned. Included in the membership of this committee are the following: Miss M. Dodds, Miss M. English of the Extension Library; Professor H. E. Newsom, School of Library Science; Mr. G. G. Turner, University Library; Professor J. A. Shaw, Educational Media Division of the Department of Extension, with the Director as Chairman. Its report will shortly be tabled with the President of the University.

While circulation has declined, other demands on the Library—which is the only avenue of information service available to rural residents and a major source of back-up information service to small public libraries throughout the Province—have increased substantially.

The Adult Student Centre in Corbett Hall, a modest group of rooms pleasantly furnished and housing books, periodicals, and recordings, is increasingly used by students in the Extension programs offered by the Department.

EDUCATIONAL MEDIA DIVISION

Established in 1916, the Educational Media Division provides educational resources to schools, educational institutions, community organizations, and services both the intramural and extramural programs of the University. During the preceding ten-year period, the Division has experienced an 81 per cent increase in film subject circulation and a 96 per cent increase in the circulation of records and tapes. While the records of the Department do not specify the total number of persons served by these educational media, a conservative estimate suggests that over 840,000 persons have viewed films from the Division during the year under review.

In addition to supplying materials, the Division provides information and instruction to individuals and to groups. Several thousand queries via phone, mail, and personal visits are handled annually. In addition, courses in equipment operation, media utilization, and communication theory are provided annually. During the year a Slide/Tape Set Workshop and a Simple Video Systems Workshop were attended by an aggregate of 39 students.

The audio-cassette library established in 1969 continues to experience increased demand and new materials are added as possible. During the past year an arrangement was negotiated with Father Robert LeMeur of Tuktoyaktuk to house and circulate tapes prepared by him over many years recounting Eskimo legends and depicting the life and people of the North. This group of 90 tapes is a notable addition to the library in terms both of its current value and as a significant historical record.

STAFF

The extent and relevance of the program of continuing education reported above is clearly a tribute to the dedication and skill of all members of The University of Alberta staff and, in particular, to those who are attached to the Department of Extension. It is a pleasure here to record the contribution of all of them. In particular, mention should be made of the efforts of the non-academic members of the staff whose skill and conscious work have substantially expanded the outreach by the University into the community.

It is appropriate, too, to acknowledge here the contribution in advice, money, and other resources made available to the Department by business and government agencies in the support of the various enterprises of the Department. In the five-year period ending 1972, the Department has acquired

$629,000 in funds for program purposes from resources external to the University.

During the year, the resignation was received of Assistant Professor Amy Zelmer.

CONCLUSION

There is considerable evidence in such public documents as the Alberta Royal Commission Report, *A Choice of Future,* and the Report of A Commission on Post-Secondary Education in Ontario, *The Learning Society,* that the university institution must look towards extending its resources broadly to the community in a fashion not yet attempted. This insistence of society that the university broaden its public service to an adult clientele requires that it re-examine both its goals and its mode of operation. What is demanded of the university is not that it compromise its fundamental goals, the pursuit of truth coupled to teaching, but that it should take note of a changed society and deploy its resources somewhat differently.

In extending the scope of its public service function, the university can revitalize itself—and broaden its base of support. To demur in this is to continue to invite that criticism which has characterized the first years of this decade. As others have observed, functioning political power is based upon mutuality of service; and universities seeking relief from service reduce their own ultimate potency.

Respectfully submitted,
Duncan D. Campbell,
Director of Extension.

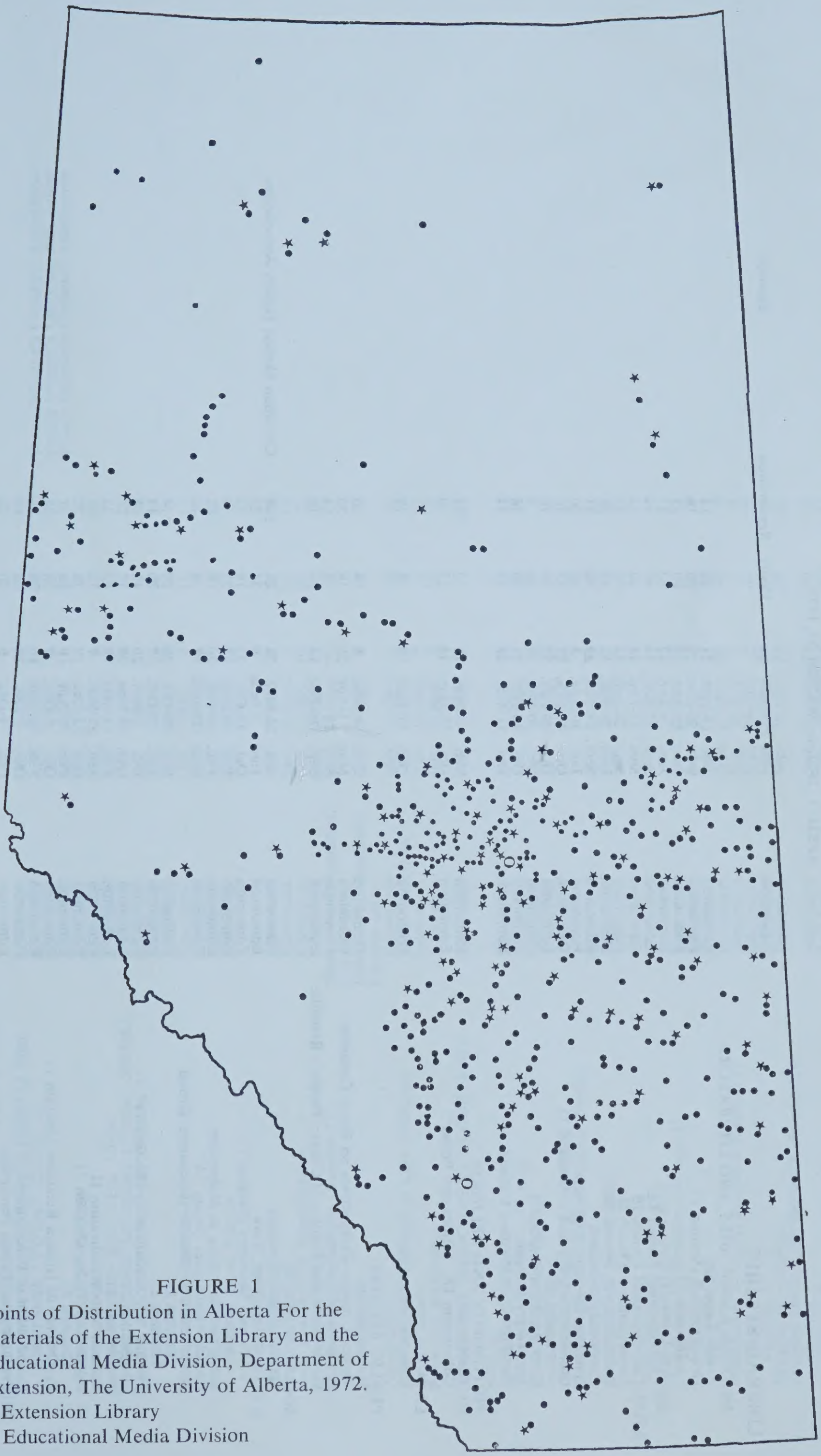

FIGURE 1
Points of Distribution in Alberta For the Materials of the Extension Library and the Educational Media Division, Department of Extension, The University of Alberta, 1972.

- • Extension Library
- * Educational Media Division

TABLE I

COURSES, CLASSES, AND CONFERENCES

APRIL 1, 1972, to MARCH 31, 1973

LIBERAL STUDIES	*Location*	*Period*	*Hours*	*Registration*	*Sponsor*
MODERN LANGUAGES AND LITERATURE					
Arabic Language	Edmonton	Jan. 17-Mar. 21	20	12	
Oral French I (Section 1)	Edmonton	Sept. 26-Dec. 19	50	16	
(Section 2)	Edmonton	Jan. 23-Apr. 17	50	13	
Oral French II	Edmonton	Jan. 23-Apr. 17	50	11	
Conversational French IA	Edmonton	Sept. 27-Feb. 14	40	19	
Conversational French IB	Edmonton	Sept. 27-Feb. 14	40	14	
Conversational French II	Edmonton	Sept. 26-Feb. 13	40	12	
Conversational French III	Edmonton	Sept. 26-Feb. 13	40	15	
Elementary German I	Edmonton	Sept. 28-Feb. 22	40	11	
Intensive German, Beginners	Edmonton	Jan. 30-Apr. 5	40	20	
Conversational Spanish I (Section 1)	Edmonton	Oct. 10-Feb. 27	40	16	
(Section 2)	Edmonton	Oct. 10-Feb. 27	40	16	
Conversational Spanish II	Edmonton	Oct. 10-Feb. 27	30	9	
Elementary Russian	Edmonton	Oct. 10-Feb. 27	40	16	
The Fiction of Western Canada	Edmonton	Jan. 31-Mar. 28	17	14	
PHILOSOPHY AND RELIGION					
The Occult	Edmonton	Feb. 6-Mar. 13	12	14	
Colloquium IX, "Ethics and Power"	Edmonton	Oct. 25-Mar. 14	27	20	
LAW					
Laws for Albertans	Edmonton	Oct. 3-Dec. 5	15	19	
PUBLIC AFFAIRS					
Human Rights	Edmonton	Oct. 4-Nov. 8	9	30	
Topics Canada—Perspectives on Being Canadian	Edmonton	Mar. 1-Apr. 26	18	50	
A Choice of Futures	Edmonton	Nov. 10	5	64	
Government and Politics of China: People's Republic	Edmonton	Sept. 28-Dec. 14	24	16	
SOCIAL SCIENCE					
Mental Health Seminars	Edmonton	Jan. 26-Mar. 23	24	186	Canadian Mental Health Association
Committees That Work	Edmonton	June 7-June 9	24	25	
People and Messages (Section 1)	Edmonton	Oct. 14-Oct. 21	18	12	
(Section 2)	Edmonton	Feb. 3-Feb. 17	23	9	
Being and Becoming at Midstream	Edmonton	Feb. 6-Feb. 20	6	41	
Gestalt—Encounter Group "A"	Edmonton	May 23-June 3	24	10	
Introduction to Gestalt—Encounter Group					
(Section I)	Edmonton	Oct. 20-Oct. 26	20	14	
(Section 2)	Edmonton	Dec. 1-Dec. 7	20	13	
Toward Self-Actualization (Section 1)	Edmonton	Oct. 2-Nov. 20	12	18	
(Section 2)	Edmonton	Oct. 24-Nov. 28	12	21	
(Section 3)	Edmonton	Feb. 1-Mar. 8	12	22	
Toward Self-Actualization II	Edmonton	Jan. 31-Mar. 7	12	21	
Psychology Today (Section 1)	Edmonton	Oct. 2-Dec. 18	20	20	
(Section 2)	Edmonton	Feb. 5-Apr. 9	20	31	
Psychology of Human Relations (Section 1)	Edmonton	Oct. 5-Dec. 7	20	25	
(Section 2)	Edmonton	Feb. 6-Apr. 10	20	14	
Introduction to Psychodrama	Edmonton	Oct. 2-Dec. 18	30	10	
Psychology of Person Perception	Edmonton	Oct. 4-Dec. 6	20	30	
Psychology of Human Behavior and Development					
(Section 1)	Edmonton	Oct. 3-Dec. 5	20	30	
(Section 2)	Edmonton	Feb. 6-Apr. 10	20	14	
Group Dynamics—Laboratory Method	Edmonton	Oct. 14-Nov. 4	20	6	
Group and Organizational Dynamics Institute	Jasper	May 28-June 3	48	12	

HOME ECONOMICS					
Interior Design (Section 1)	Edmonton	Oct. 25-Apr. 11	40	37	
(Section 2)	Edmonton	Oct. 30-Apr. 2	40	54	
Creative Stitchery	Edmonton	Oct. 26-Dec. 2	9	19	
SELF-IMPROVEMENT					
Theory and Practice of Physical Fitness in Men	Edmonton	Oct. 2-Feb. 28	60	22	
A Second Look (YWCA) (Section 1)	Edmonton	Apr. 19-June 14	22	21	Young Women's Christian Association
(Section 2)	Edmonton	Oct. 4-Dec. 6	22	31	Young Women's Christian Association
(Section 3)	Edmonton	Jan. 24-Mar. 21	22	24	Young Women's Christian Association
A Second Look, Follow-up	Edmonton	Nov. 23	8	79	
A Second Look	Edmonton	Feb. 6-Apr. 3	22	20	
Getting Ready to Study—For Adults	Edmonton	Sep. 14-Oct. 12	10	7	
Reading Efficiency Laboratory (Summer Session)	Edmonton	July 10-July 20	16	12	
Reading Efficiency Laboratory (Section 1)	Edmonton	Oct. 3-Nov. 21	16	34	
(Section 2)	Edmonton	Oct. 3-Nov. 21	16	34	
(Section 3)	Edmonton	Jan. 23-Apr. 3	16	23	
Speed Reading (Section 1)	Edmonton	Oct. 2-Dec. 4	16	12	
(Section 2)	Edmonton	Oct. 11-Nov. 29	16	20	
(Section 3)	Edmonton	Jan. 31-Mar. 21	16	28	
The Way to Good Speech	Edmonton	Oct. 10-Dec. 12	20	13	
NATURAL SCIENCE					
Marine Biology	Edmonton	Oct. 17-Dec. 5	16	40	
Plants of Alberta	Edmonton	Jan. 30-Apr. 3	20	16	
Rock and Mineral Identification	Edmonton	Feb. 6-Apr. 10	20	21	
Fossils of Alberta	Edmonton	Oct. 11-Dec. 13	15	20	
The Dinosaur Field Trip (Section 1)	Edmonton, Drumheller, Cypress Hills	May 17-May 22	28	37	
(Section 2)	Edmonton, Drumheller, Cypress Hills	Aug. 30-Sept. 4	28	29	
Prospecting I	Edmonton	Nov. 6-Dec. 11	20	35	
Strip Mining Field Trip to Lake Wabamun	Lake Wabamun	Sept. 13-Sept. 16	8	38	
Grizzly Bears	Edmonton	Nov. 16-Dec. 7	8	25	
Positional Astronomy	Edmonton	Jan. 29-Apr. 2	20	7	
HIGH SCHOOL ENRICHMENT PROGRAMME	Edmonton	Feb. 3-Mar. 22		985	
GENERAL					
On Being a Writer	Edmonton	Nov. 7-Jan. 30	20	21	
Writing Local Alberta History	Edmonton	Jan. 17-Mar. 28	22	49	
Etruscan Art and Culture	Edmonton	Oct. 3-Dec. 5	15	6	
Introducing Japan	Edmonton	Jan. 18-Mar. 22	20	14	
Home Gardening and Landscaping	Edmonton	Jan. 31-Apr. 11	22	41	
Horticultural Week—Homemakers' Flower Arranging Course	Olds	Aug. 10-Aug. 11	12	30	
Rural Life: An Introduction	Edmonton	Feb. 6-Mar. 13	15	25	
FINE ARTS					
DRAWING AND PAINTING					
Foundation I—Drawing (Section 1)	Edmonton	Sept. 26-Mar. 27	60	15	
(Section 2)	Edmonton	Sept. 26-Mar. 27	60	18	
(Section 3)	Edmonton	Sept. 26-Mar. 27	60	15	
(Section 4)	Edmonton	Sept. 27-Mar. 28	60	8	
Foundation I—Visual Elements (Section 1)	Edmonton	Sept. 25-Apr. 2	60	8	
(Section 2)	Edmonton	Sept. 25-Apr. 2	60	16	
(Section 3)	Edmonton	Sept. 27-Mar. 28	60	14	
Drawing II—General	Edmonton	Sept. 28-Mar. 29	60	23	
Drawing II—Life, Drawing III, Painting III					
(Section 1)	Athabasca	Sept. 27-Apr. 13	60	9	
(Section 2)	Red Deer	Sept. 28-May 17	60	11	
(Section 3)	Wetaskiwin	Sept. 29-Apr. 6	60	12	
Drawing II—Life, Drawing III	Camrose	Oct. 4-Apr. 25	60	15	
Drawing III—Life (Section 1)	Edmonton	Sept. 25-Apr. 2	60	6	
(Section 2)	Edmonton	Sept. 25-Apr. 2	60	6	

	Location	Period	Hours	Registration	Sponsor
Life Drawing II, Advanced Drawing	Banff	June 12-June 23	60	13	
Painting II (Section 1)	Edmonton	Sept. 26-Mar. 27	60	9	
(Section 2)	Edmonton	Sept. 27-Mar. 28	60	14	
Painting II—Life and Portrait	Edmonton	Sept. 28-Mar. 29	60	21	
Painting III	Edmonton	Sept. 27-Mar. 28	60	7	
Drawing I	Edmonton	Apr. 17-June 26	25	15	
Drawing and Painting I	Edmonton	Apr. 17-June 26	25	6	
Drawing and Sculpture	Edmonton	Apr. 19-June 21	25	13	
Landscape Drawing and Painting (Section 1)	Edmonton	Apr. 18-June 20	25	13	
(Section 2)	Edmonton	Sept. 30-Dec. 9	25	18	
Painting	Edmonton	Apr. 19-June 21	25	8	
Painting II—Portrait	Edmonton	Apr. 20-June 22	25	9	
Painting II	Banff	Dec. 19-Dec. 21	15	5	
Painting II—Intermediate, and Painting III—Advanced (Section 1)	Camrose	Aug. 14-Aug. 18	25	17	
(Section 2)	Athabasca	Aug. 21-Aug. 25	25	8	
(Section 3)	Banff	Aug. 28-Sept. 1	25	8	
Landscape Painting (Section 1)	Edmonton	Apr. 19-June 21	25	15	
(Section 2)	Edmonton	Apr. 22-June 24	25	17	
(Section 3)	Edmonton	Sept. 14-Nov. 16	25	14	
(Section 4)	Edmonton	Sept. 16-Nov. 18	25	14	
Painting and Sketching (Section 1)	Nordegg	July 17-July 21	25	15	
(Section 2)	Nanton	Aug. 14-Aug. 18	25	28	
Water Colour (Section 1)	Edmonton	Sept. 25-Dec. 18	25	16	
(Section 2)	Edmonton	Jan. 15-Mar. 19	25	14	
Canadian Art	Edmonton	Oct. 4-Dec. 6	15	15	
Primitive Art (Section 1)	Edmonton	Sept. 28-Dec. 14	24	15	
(Section 2)	Edmonton	Jan. 11-Mar. 29	24	7	
(Section 3)	Edmonton	Mar. 20-Apr. 26	24	29	
Life Drawing—No Instruction (Section 1)	Edmonton	Apr. 21-June 23	26	13	
(Section 2)	Edmonton	Sept. 29-Dec. 15	60	23	
Life and Portrait Drawing and Painting—No Instruction (Section 1)	Edmonton	Apr. 21-June 23	25	5	
(Section 2)	Edmonton	Sept. 29-Mar. 23	60	10	
CERAMICS					
Basic Ceramics (Section 1)	Edmonton	Sept. 25-Apr. 2	60	16	
(Section 2)	Edmonton	Sept. 29-Mar. 23	60	9	
Ceramics II (Section 1)	Edmonton	Sept. 26-Mar. 27	60	8	
(Section 2)	Edmonton	Sept. 26-Mar. 27	60	16	
(Section 3)	Edmonton	Sept. 28-Mar. 29	60	14	
Ceramics III (Section 1)	Edmonton	Sept. 27-Mar. 28	60	6	
(Section 2)	Edmonton	Sept. 27-Mar. 28	60	7	
Ceramics (Section 1)	Edmonton	Apr. 17-June 26	25	15	
(Section 2)	Edmonton	Apr. 18-June 20	25	16	
(Section 3)	Edmonton	Apr. 19-June 21	25	18	
(Section 4)	Edmonton	July 6-July 14	18	6	
(Section 5)	Edmonton	July 20-July 28	18	13	
Ceramic Plaster Workshop	Edmonton	Oct. 27-Oct. 29	10	9	
Ceramic Workshop with Bryan Newman	Edmonton	May 24-May 25	10	83	Canadian Guild of Potters, Edmonton Potters' Guild
DANCE					
Modern Dance—Beginners	Edmonton	Oct. 14-Mar. 17	30	35	
Modern Dance—Intermediate	Edmonton	Oct. 11-Mar. 14	30	25	
Modern Dance—Advanced	Edmonton	Oct. 2-Mar. 12	40	15	
MUSIC					
What to Listen for in Music (Section 1)	Edmonton	Oct. 3-Dec. 12	18	28	
(Section 2)	Edmonton	Feb. 6-Apr. 10	18	13	
PHOTOGRAPHY					
Cinema Art (Section 1)	Edmonton	Sept. 27-Mar. 21	60	10	
(Section 2)	Edmonton	Sept. 27-Mar. 21	60	7	
Basic Photography	Edmonton	Sept. 27-Nov. 29	25	10	

Short Course in Basic Photography	Edmonton	Jan.	17-Mar.	21	25	9
Intermediate Photography (Section 1)	Edmonton	Sept.	28-Nov.	30	25	10
(Section 2)	Edmonton	Jan.	18-Mar.	22	25	10
PRINTMAKING						
Printmaking II—Silk Screen (Section 1).	Edmonton	Sept.	25-Apr.	2	60	9
(Section 2)	Edmonton	Sept.	25-Apr.	2	60	12
Printmaking II—Etching	Edmonton	Sept.	26-Mar.	27	60	9
Short Course in Block Printing	Edmonton	Jan.	10-Mar.	14	25	8
Drawng and Graphics II—Printmaking	Edmonton	Apr.	18-June	20	25	9
Printmaking Workshop with Deli Sacilotto	Edmonton	Mar.	30-Apr.	1	10	15

BUSINESS OR TECHNICAL

Certificate Programs

MANAGEMENT DEVELOPMENT						
Business Communications* (Section 1)	Edmonton	Oct.	4-Jan.	31	50	39
(Section 2)	Edmonton	Oct.	2-Feb.	5	50	18
(Section 3)	Lethbridge	Jan.	8-Mar.	26	50	19
(Section 4)	Edmonton	Feb.	14-May	16	50	14
Business Organization and Administration*						
(Section 1)	Edmonton	May	1-June	26	50	34
(Section 2)	Edmonton	Oct.	2-Mar.	5	50	35
(Section 3)	Edmonton	Oct.	3-Apr.	10	50	44
(Section 4)	Edmonton	Oct.	2-Apr.	9	50	27
(Section 5)	Edmonton	Oct.	5-Apr.	12	50	20
(Section 6)	Edmonton	Jan.	8-Apr.	30	50	46
Business Finance*	Edmonton	Oct.	3-Apr.	10	50	13
Business Policy*	Edmonton	Oct.	21-Mar.	5	50	12
Canadian Economic Development* (Section 1)	Edmonton	Oct.	3-Apr.	10	50	36
(Section 2)	Edmonton	Oct.	4-Apr.	11	50	31
Commercial Law* (Section 1)	Edmonton	May	1-June	26	50	23
(Section 2)	Edmonton	Oct.	2-Apr.	11	50	44
(Section 3)	Inuvik	Oct.	23-Mar.	5	50	14
(Section 4)	Hay River	Dec.	6-May	28	50	8
(Section 5)	Edmonton	Jan.	9-May	1	50	23
Financial Accounting and Managerial Controls*						
(Secton 1)	Edmonton	Oct.	17-Apr.	9	50	44
(Secton 2)	Edmonton	Oct.	7-Apr.	14	50	33
(Secton 3)	Yellowknife	Oct.	16-Mar.	19	50	14
Marketing* (Section 1)	Edmonton	Oct.	3-Apr.	10	50	32
(Section 2)	Lethbridge	Oct.	16-Dec.	18	50	18
Personnel Administration* (Section 1)	Edmonton	Oct.	5-Apr.	12	50	36
(Section 2)	Edmonton	Oct.	3-Apr.	3	50	20
Production Management*	Hinton	Oct.	23-Mar.	5	50	22
Taxation*	Edmonton	Jan.	10-May	2	50	42
PERSONNEL ADMINISTRATION						
Labour Economics	Edmonton	Jan.	9-Mar.	27	30	19
Labour Relations	Edmonton	Oct.	3-Dec.	19	30	34
Salary and Wage Administration	Edmonton	Jan.	11-Mar.	29	30	23
Techniques of Interviewing	Edmonton	Oct.	4-Dec.	20	30	18
Training and Development of the Work Force	Edmonton	Oct.	5-Dec.	21	30	14
MANAGEMENT SCIENCE						
Case Studies and Implementation in Management Science	Edmonton	Jan.	8-Mar.	15	50	24
Techniques of Operations Research	Edmonton	Oct.	3-Dec.	14	50	20
COMPUTER PROGRAMMING						
Computer Fundamentals	Edmonton	Oct.	2-Dec.	11	26	21
Scientific and Engineering Computing	Edmonton	Oct.	4-Dec.	20	30	6
COBOL Programming	Edmonton	Oct.	4-Dec.	20	30	7
Systems Programming	Edmonton	Oct.	3-Dec.	7	50	29

	Location	Period	Hours	Registration	Sponsor
Introduction to Systems Analysis	Edmonton	Jan. 8-Mar. 26	30	25	
Advanced COBOL	Edmonton	Jan. 10-Mar. 28	30	8	
Advanced FORTRAN	Edmonton	Jan. 10-Mar. 28	30	4	
INSTITUTE OF CANADIAN BANKERS					Institute of Canadian Bankers
Fundamentals of Accounting (Section 1)	Edmonton	Oct. 2-Apr. 9	50	35	
(Section 2)	Edmonton	Oct. 3-Apr. 10	50	40	
LOCAL GOVERNMENT					Alberta Departments of Municipal Affairs and Education, Alberta School Trustees' Association, Urban Secretary-Treasurers' Association of Alberta, Alberta Rural Municipal Administrators' Association, School Business Officials of Alberta
Local Government Business Affairs (Section 1)	Edmonton	Oct. 1-Apr. 30	60	38	
(Section 2)	Peace River	Oct. 1-Apr. 30	30	8	
(Section 3)	Calgary	Oct. 1-Apr. 30	30	9	
Local Government Accounting (Section 1)	Edmonton	Oct. 1-Apr. 30	60	17	
(Section 2)	Lethbridge	Oct. 1-Apr. 30	30	11	
MUNICIPAL ASSESSMENT					Alberta Departments of Municipal Affairs and Education, Alberta School Trustees' Association, Urban Secretary-Treasurers' Association of Alberta, Alberta Rural Municipal Administrators' Association, School Business Officials of Alberta
Assessment Appraisal (Section 1)	Edmonton	Oct. 1-Apr. 30	60	34	
(Section 2)	Peace River	Oct. 1-Apr. 30	30	9	
(Section 3)	Calgary	Oct. 1-Apr. 30	30	19	
Assessment Uniformity (Section 1)	Edmonton	Oct. 1-Apr. 30	60	18	
(Section 2)	Grande Prairie	Oct. 1-Apr. 30	30	5	
(Section 3)	Calgary	Oct. 1-Apr. 30	30	4	
PUBLIC ADMINISTRATION					Alberta Personnel Branch and the Canadian Public Service
Organization Theory: Human Relations	Edmonton	Oct. 1-Apr. 30	50	19	
Administrative Law	Edmonton	Oct. 1-Apr. 30	50	18	
Geography	Edmonton	Oct. 1-Apr. 30	50	10	
REAL ESTATE					Alberta Real Estate Association
Financial Accounting and Analysis of Financial Statements	Edmonton	Sept. 12-Nov. 28	24	17	
	Correspondence			10	
Real Estate Finance	Edmonton	Dec. 5-Feb. 13	20	16	
	Correspondence			9	
Principles of Real Estate Marketing	Edmonton	Feb. 20-Apr. 24	24	16	
	Correspondence			9	
Appraisal of Real Property	Edmonton	Oct. 5-Dec. 21	30	36	
Land Planning and Development	Edmonton	Jan. 11-Mar. 29	30	40	
CANADIAN INSTITUTE OF MANAGEMENT					Canadian Institute of Management
Business Organization and Administration	Edmonton	Sept. 12-Dec. 12	24	13	
Statistical Concepts	Edmonton	Sept. 12-Dec. 12	24	11	
Industrial Engineering	Edmonton	Jan. 9-Apr. 10	24	11	
Accounting Principles	Edmonton	Jan. 9-Apr. 10	24	10	
SUPERVISORY CITATION					
Basic Principles of Supervision (Section 1)	Edmonton	Feb. 6-Mar. 27	16	27	
(Section 2)	Edmonton	Feb. 5-Mar. 26	16	22	
(Section 3)	Edmonton	Feb. 6-Mar. 27	16	28	
Communications—Personal and Group	Edmonton	Feb. 5-Mar. 26	16	17	
REGISTERED INDUSTRIAL ACCOUNTANTS					Society of Industrial Accountants of Alberta
Principles of Accounting (Section 1)	Edmonton	Sept. 19-Dec. 19	28	35	
(Section 2)	Edmonton	Sept. 19-Dec. 19	28	37	
(Section 3)	Edmonton	Sept. 19-Dec. 19	28	35	
(Section 4)	Edmonton	Jan. 23-Apr. 24	28	28	
Introductory Economics (Section 1)	Edmonton	Sept. 25-Nov. 27	20	30	
(Section 2)	Edmonton	Sept. 25-Nov. 27	20	32	
(Section 3)	Edmonton	Sept. 25-Nov. 27	20	33	
(Section 4)	Edmonton	Feb. 6-Apr. 10	20	24	
Report Writing (Section 1)	Edmonton	Sept. 27-Nov. 29	20	35	
(Section 2)	Edmonton	Sept. 27-Nov. 29	20	33	
(Section 3)	Edmonton	Feb. 5-Apr. 9	20	30	
Data Processing (Section 1)	Edmonton	Jan. 29-Apr. 2	20	43	
(Section 2)	Edmonton	Jan. 29-Apr. 2	20	43	
Accounting Theory and Problems (Section 1)	Edmonton	Sept. 19-Dec. 19	28	31	

(Section 2)	Edmonton	Sept. 19-Dec. 19	28	30	
(Section 3)	Edmonton	Sept. 19-Dec. 19	28	24	
Commercial Law	Edmonton	Feb. 7-Apr. 10	20	37	
Accounting III (Section 1)	Edmonton	Oct. 17-Dec. 19	44	37	
(Section 2)	Edmonton	Oct. 17-Dec. 19	44	39	
(Section 3)	Edmonton	Oct. 17-Dec. 19	44	39	
Industrial Organization and Management					
(Section 1)	Edmonton	Oct. 19-Dec. 28	40	41	
(Section 2)	Edmonton	Oct. 19-Dec. 28	40	38	
(Section 3)	Edmonton	Oct. 19-Dec. 28	40	31	
Cost Accounting and Systems (Section 1)	Edmonton	Oct. 16-Dec. 18	40	40	
(Section 2)	Edmonton	Oct. 16-Dec. 18	40	41	
Auditing (Section 1)	Edmonton	Oct. 18-Dec. 20	40	26	
(Section 2)	Edmonton	Oct. 18-Dec. 20	40	30	
Cost and Management Accounting	Edmonton	Sept. 29-Dec. 19	40	39	
Organizational Behaviour	Edmonton	Feb. 8-Apr. 19	20	49	
CERTIFIED GENERAL ACCOUNTING					Certified General Accountants Association of Alberta
Accounting 101	Edmonton	Sept. 26-Dec. 19	30	6	
Accounting 221	Edmonton	Sept. 26-Nov. 28	30	28	
Accounting 311	Edmonton	Sept. 26-Nov. 28	20	10	
Mathematics of Finance 102	Edmonton	Feb. 13-Mar. 27	14	17	
Law 108	Edmonton	Feb. 13-May 22	30	43	
Information and Computer Systems 205	Edmonton	Mar. 13-May 15	20	15	
Economics 204	Edmonton	Dec. 12-Feb. 20	20	12	
Managerial Statistics 103	Edmonton	Apr. 3-May 22	16	17	
Other Business or Technical Education					
Socio-Economic Development	Edson	Apr. 30-May 13	80	14	Alberta Human Resources Development Authority
Seminar on Public Relations	Jasper	Jan. 8-Jan. 10	18	25	Canada Department of Indian and Northern Affairs
Principles of Management	Edmonton	Oct. 20-Oct. 21	16	15	
Modern Executive Management	Edmonton	Oct. 27-Oct. 28	16	21	
Management for Proprietors and Partners	Edmonton	Oct. 16-Dec. 4	16	13	
Human Factors in Management and Supervision					
(Section 1)	Edmonton	Oct. 4-Dec. 6	20	18	
(Section 2)	Edmonton	Jan. 31-Apr. 4	20	18	
Management of Human Assets	Edmonton	Nov. 16-Nov. 18	24	20	
Accounting for Management and Investment Analysis	Edmonton	Apr. 10-July 10	26	12	
Management by Objectives (Section 1)	Edmonton	Apr. 7-Apr. 8	16	9	
(Section 2)	Edmonton	Nov. 24-Nov. 25	16	25	
(Section 3)	Edmonton	Mar. 8-Mar. 10	24	16	
Interpersonal Skills for Businessmen (Section 1)	Edmonton	Apr. 6-Apr. 8	18	17	
(Section 2)	Edmonton	Dec. 7-Dec. 9	18	25	
(Section 3)	Edmonton	Feb. 15-Feb. 17	24	25	
Effective Communications	Edmonton	Oct. 16-Nov. 20	12	17	
The Effective Executive	Edmonton	Jan. 26-Jan. 27	16	13	
Labour Law	Edmonton	Oct. 11-Nov. 29	16	20	
Negotiating and Administering the Labour Contract	Edmonton	Mar. 5-Apr. 23	16	50	
The New Tax Act (Section 1)	Edmonton	Nov. 1-Nov. 15	8	34	
(Section 2)	Edmonton	Jan. 29-Feb. 19	8	30	
(Section 3)	Edmonton	Feb. 13-Mar. 6	8	33	
Tax Clinic for Businessmen	Edmonton	Mar. 14	8	55	
Forum: Capital Gains and Registered Retirement Savings	Edmonton	Feb. 5	4	204	
Fundamentals of Finance for Non-Financial Executives	Edmonton	Mar. 16-Mar. 17	16	14	
Income Property Analysis (Section 1)	Edmonton	Dec. 16	8	34	
(Section 2)	Edmonton	Dec. 20	8	22	
Valuation of a Business Enterprise	Edmonton	Jan. 31	8	20	
Developing Your Own Business	Edmonton	Mar. 5-Apr. 23	20	18	Metropolitan Edmonton Educational Television Association
The Technical Side of the Stock Market	Edmonton	Jan. 23-Apr. 10	36	11	
Management of Personal Finances	Edmonton	Oct. 10-Dec. 12	20	24	
Managing Investments	Edmonton	Jan. 29-Apr. 16	24	88	Investment Dealers' Association

	Location	Period	Hours	Registration	Sponsor
Report Writing: Organized and Effective Written Communication	Edmonton	Jan. 31-Apr. 4	20	21	
Report Writing Course	Jasper	Jan. 3-Mar. 5	18	23	Canada Department of Indian and Northern Affairs
Effective Writing	Edmonton	Oct. 3-Dec. 10	20	14	
Process of Interviewing (Section 1)	Edmonton	Jan. 31-Apr. 2	20	28	City of Edmonton Personnel Department
(Section 2)	Edmonton	Mar. 8-Apr. 19	16	8	
Effective Salesmanship (Section 1)	Edmonton	Feb. 5-Mar. 12	12	29	
(Section 2)	Edmonton	Mar. 19-Apr. 23	12	17	
Institute of Canadian Bankers' Academic Seminars	Edmonton	Apr. 19	8	81	Institute of Canadian Bankers
Basic Mortgage Finance	Edmonton	Apr. 7	8	51	Edmonton Real Estate Board
Residential Real Estate Field Trip	Edmonton	June 21	8	33	Edmonton Real Estate Board
Industrial and Commercial Real Estate Field Trip	Edmonton	June 28	8	22	Edmonton Real Estate Board
34th Municipal Administration Refresher Course	Banff	June 4-June 7	15	394	Alberta Department of Municipal Affairs, Alberta Association of Municipal District Secretary-Treasurers, Urban Secretary-Treasurers' Association
28th School Administration Short Course	Banff	June 7-June 10	15	130	Alberta Department of Education, Alberta School Trustees' Association, School Business Officials of Alberta
Interpersonal Skills in Education Administration	Edmonton	Nov. 10-Feb. 9	41	24	
Slide/Tape Set Workshop	Edmonton	Oct. 21-Nov. 25	18	10	
Simple Video Systems Workshop (Section 1)	Edmonton	Oct. 13-Oct. 14	13	17	
(Section 2)	Edmonton	Feb. 24-Mar. 31	18	12	
Forecasting Techniques	Edmonton	Nov. 27-Nov. 28	16	13	
Arctic Summer School	Inuvik	July 11-July 26	130	58	Boreal Institute, The University of Alberta; Government of the Northwest Territories
Water Resource Management	Edmonton	Oct. 12-Dec. 7	18	22	
The Development of the Mackenzie Valley	Edmonton	Jan. 31-Mar. 28	18	66	
Mental Health in the Organization	Edmonton	Apr. 11	6	22	Canadian Mental Health Association, Alberta Branch
Seminar in Community Mental Health for Public Health Nurses	Edmonton	Mar. 7-Mar. 9	18	51	
Second Textile Analysis Service Seminar	Edmonton	Oct. 26-Oct. 27	9	69	School of Household Economics, The University of Alberta
Textiles for Retail Personnel	Edmonton	Mar. 14-May 2	16	17	
Safety Administration—Phase II, Occupational Hazards	Edmonton	Oct. 14-Mar. 31	44	29	Edmonton Chapter of the Alberta Association of Safety Personnel and the Education Committee of the Alberta Occupational Health Society
Seventh Short Course in Traffic Control	Banff	Feb. 12-Feb. 16	42	39	
Pork Seminar	Olds	June 15-June 17	20	71	Western Hog Growers' Association, Alberta Hog Producers Marketing Board
Cattlemen's Short Course	Banff	Nov. 27-Dec. 1	35	89	Western Stock Growers' Association
Agricultural Policy Issues Conference	Banff	Feb. 18-Feb. 23	35	33	Rural Education and Development Association; Unifarm; Alberta Wheat Pool; United Grain Growers Cooperative; Federated Cooperatives Ltd.; Alberta Department of Agriculture
12th Annual Feed Industry Conference	Edmonton	Sept. 28-Sept. 29	12	125	Alberta Division of Canadian Feed Manufacturers' Association; Alberta Veterinary Medical Association; Alberta Department of Agriculture
Horticultural Week: Science School	Olds	Aug. 10-Aug. 11	14	9	Canadian Society of Horticultural Science; Alberta Horticultural Association; Alberta Department of Agriculture
Advanced Commercial Floral Design School	Olds	Aug. 7-Aug. 9	20	34	Alberta Region of Flowers Canada; Alberta Horticultural Association; Alberta Department of Agriculture
Greenhouse Growers' Clinic	Olds	Aug. 7-Aug. 9	20	37	Alberta Region of Flowers Canada; Alberta Department of Agriculture; Alberta Horticultural Association
Basic Commercial Floral Design School	Olds	Aug. 7-Aug. 10	25	27	Alberta Region of Flowers Canada; Alberta Horticultural Association; Alberta Department of Agriculture
Farm Law Seminar	Banff	May 23-May 27	24	44	
Food Marketing	Edmonton	Jan. 26-Mar. 30	24	30	Alberta Department of Agriculture, Consumer Market Branch

PROFESSIONAL					
BIOLOGY					
Symposium on the Lakes of Western Canada	Edmonton	Nov. 16-Nov. 17	15	96	Water Resources Centre
ENGINEERING					
Engineering Economics	Edmonton	Oct. 10-Dec. 12	20	18	
Maintenance Management	Edmonton	Mar. 12-Mar. 14	29	45	
Management for Engineers (Section 1)	Edmonton	Oct. 18-Oct. 19	15	29	
(Section 2)	Edmonton	Mar. 29-Mar. 30	15	28	
AGT Continuing Education for Engineers—Phase I	Edmonton	Jan. 8-Apr. 2	72	8	Alberta Government Telephones
A First Course in Math for Engineers	Edmonton	Oct. 5-Dec. 7	20	4	
Contract Law for Engineers	Edmonton	Oct. 27-Oct. 28	11	29	
2nd Surveying and Mapping Colloquium for the Petroleum Industry	Edmonton	May 24-May 26	18	72	Canadian Petroleum Association; Alberta Land Surveyors Association
Device Research Conference	Edmonton	June 21-June 23	24	315	Department of Electrical Engineering, The University of Alberta; IEEE Electron Device Group
Basic Corrosion Course	Edmonton	Jan. 15-Apr. 2	50	20	
Solid State Components and Circuit Applications	Edmonton	Oct. 4-Jan. 17	24	10	
Digital Interface and Logic Design	Edmonton	Dec. 1-Dec. 16	48	10	
Power System Analysis	Edmonton	Oct. 10-Dec. 12	20	8	
Theory and Applications of X-Ray Florescence Analysis	Edmonton	May 2-May 23	8	26	
Oil and Gas Contracts and Surface Rights	Edmonton	Oct. 2-Dec. 18	40	13	
Airphoto Interpretation	Edmonton	Nov. 20-Nov. 24	35	41	
Alberta Remote Sensing Training Course	Edmonton	Feb. 26-Mar. 2	45	41	
AC1-318-71 Building Code Requirements	Edmonton	Nov. 14-Dec. 12	13	46	Portland Cement Association
Seminar on Critical Path Methods	Edmonton	Mar. 26-Mar. 28	23	32	
GEOLOGY					
1972 National Conference on Earth Science: "The Geology of Arenaceous Deposits"	Banff	May 1-May 5	36	61	Alberta Society of Petroleum Geologists
DIETETICS					
Increasing Management Efficiency in Food Service	Edmonton	May 17-May 19	18	33	Alberta Registered Dietitians Association; School of Household Economics, The University of Alberta
LAW					
Bail Reform Seminar	Edmonton	June 16	6	41	The Law Society of Alberta
5th Annual Law Refresher Course—Tax Planning	Banff	May 24-May 26	18	134	The Law Society of Alberta
Seminar on Probate Practise	Edmonton	Mar. 20	8	104	The Law Society of Alberta
Evening Lecture Series—Continuing Legal Education	Edmonton	Nov. 7-Dec. 5	10	90	
Condominium Conveyancing	Edmonton	Nov. 8	8	64	
Intoxicants and the Law	Edmonton	Feb. 21	7	42	The Law Society of Alberta; Alberta Alcoholism and Drug Abuse Commission
Canadian Bar Midwinter Meeting	Edmonton	Feb. 1-Feb. 2	16	409	Alberta Division of the Canadian Bar Association
Continuing Legal Education, Audio Tapes—The New Tax Law	Independent Study			40	
EDUCATION					
The Mathematics Option—Mathematic Methods and Materials	Edmonton	May 2-June 6	18	25	
PHARMACY					
Financial Management of the Retail Pharmacy	Edmonton	Oct. 11-Nov. 8	10	13	
ARCHITECTURE					
Seminar on Professional Practice	Edmonton	Feb. 28	8	40	Alberta Association of Architects
A Seminar in Project Management	Edmonton	Feb. 26-Feb. 27	16	89	Alberta Association of Architects
HOME ECONOMICS					
Refresher Course for Home Economists, "The Aged"	Edmonton	Feb. 15-Mar. 29	14	16	Edmonton Home Economics Association; School of Household Economics, The University of Alberta

	Location	Period	Hours	Registration	Sponsor
SUPERVISION, LEADERSHIP TRAINING					
Supervision of Volunteers and Management of Volunteer Systems	Edmonton	Oct. 4-Dec. 6	20	35	
Supervisory Techniques	Edmonton	Oct. 3-Dec. 19	24	29	
Small Group Leadership	Banff	Mar. 11-Mar. 16	72	57	
Leadership Techniques Short Course	Banff	Jan. 21-Jan. 27	40	40	Alberta Wheat Pool; United Grain Growers; United Farmers of Alberta Cooperative; UNIFARM

* The courses noted with an asterisk are common to the Management Development, Institute of Canadian Bankers, Personnel Administration, and/or Real Estate Certificate programs. The registrations recorded for each course will comprise students drawn from various of these study areas.

TABLE II

STUDENT REGISTRATION

April 1, 1972, to March 31, 1973

	1972-73	*1971-72*
LIBERAL STUDIES		
Modern Languages and Literature	214	332
Philosophy and Religion	34	53
Law	19	43
Public Affairs	160	808
Social Science	584	581
Home Economics	110	182
Self-Improvement	380	338
Natural Science	268	36
High School Enrichment Programme	985	577
General	186	207
	2,940	3,157
FINE ARTS		
Drawing and Painting	610	582
Ceramics	236	177
Dance	75	73
Music	41	43
Photography	56	292
Printmaking	62	
	1,080	1,167
BUSINESS OR TECHNICAL		
*Certificate Programs**		
Management Development	441	863
Personnel Administration	167	153
Management Science	44	43
Computer Programming	97	176
Institute of Canadian Bankers	295	84
Local Government	83	100
Municipal Assessment	89	113
Public Administration	47	51
Supervisory Citation	94	
Real Estate	197	284
Canadian Institute of Management	45	
Registered Industrial Accountants	1,010	1,157
Certified General Accounting	148	112
	2,757	3,136
Other Business or Technical Education	2,759	2,253
PROFESSIONAL		
Biology	96	
Engineering	795	733
Geology	61	
Dietetics	33	
Law	924	167
Education	25	793
Pharmacy	13	

Architecture	129	
Home Economics	16	
Agriculture		495
	2,092	2,188
SUPERVISION, LEADERSHIP TRAINING	161	1,152
	11,789	13,053

* See note at bottom of Table I.

TABLE III

EXTENSION LIBRARY STATISTICAL INFORMATION

COLLECTION

At April 1, 1972	78,083
Added	4,684
Withdrawn	617
Total at March 31, 1973	82,150

CIRCULATION

	1972-73	*1971-72*
Open Shelf		
Adult Student Centre and extension courses	2,616	1,904
Adult Books	71,370	91,122
Children's Books	23,233	43,191
Travelling Libraries	2,819	4,575
TOTAL	100,038	140,792

TABLE IV

EDUCATIONAL MEDIA DIVISION STATISTICAL INFORMATION

COLLECTION (at March 31, 1973)

8mm loops	60
16mm films	4,190
16mm films added	349
16mm films withdrawn	53
Filmstrips	2,573
Slide sets	84
Records	2,874
Tapes and cassettes	1,117
Transparency sets	13
Pieces of equipment available for loan	218

CIRCULATION	*Campus*	*Extension and Public*	*Total 1973*	*Total 1972*
16mm motion picture subjects	3,901	17,125	21,026	20,739
16mm motion picture reels	10,320	39,972	50,292	48,566
Records	244	7,094	7,348	8,239
Tapes	136	1,113	1,249	–
Audio-visual equipment			2,013	2,087
Technician services			144	
Screening facilities use			562	473
Closed-circuit television			118	134
Orders processed			15,871	18,200

TABLE V

OUTSIDE AGENCIES OR ORGANIZATIONS WITH WHICH DEPARTMENTAL STAFF MEMBERS WERE ENGAGED IN CONSULTATION OR TEACHING

Adult Vocational Training Centre, Fort Smith, Northwest Territories
Alberta Assessors' Association, Accreditation Committee
Alberta Commission on Alcoholism and Drug Abuse
Alberta Community Art Clubs Association
Alberta Contemporary Dance Theatre
Alberta Department of Advanced Education
Alberta Department of Agriculture
Alberta Department of Culture, Youth, and Recreation
Alberta Department of Education
Alberta Department of Environment
Alberta Department of Municipal Affairs
Alberta Environment Conservation Authority
Alberta Horticultural Association
Alberta Native Counselling Service
Alberta Outdoor Education Citizens' Committee
Alberta Real Estate Association
Alberta Rural Libraries: Banff, Beaverlodge, Brooks, Camrose, Cardston, Claresholm, Edson, Fort McMurray, Fort Saskatchewan, Grande Cache, Grande Prairie, High River, Jasper, Leduc, Peace River, Pincher Creek, Redcliff, Redwater, St. Albert, Stettler, Taber, Three Hills, Tofield, Two Hills, Vegreville, Westlock, Wetaskiwin
Alberta Vocational Centre
Appraisal Institute of Canada
Area 13 Co-ordinating Council
Banff Centre School of Fine Arts
Barrhead Agricultural Service Board
Canada Department of Indian and Northern Affairs
Canadian Association of College and University Librarians
Canadian Feed Manufacturers' Association, Alberta Division
Canadian Nurses Association
Duggan Community Centre
Edmonton Board of Health, Department of Community Psychiatry
Edmonton Girl Guides
Edmonton Housing Authority
Edmonton Parks and Recreation, Fort Edmonton Park Interpretation Centre
Edmonton Separate School Board
Glengarry Community Centre
Grant McEwan Community College
Horne and Pitfield Grocers' Convention
Industrial Development Bank
Junior League of Edmonton
Library Associates of Alberta, Library Development Committee
L. W. Downey and Associates Ltd.
M. E. Lazerte High School, Edmonton
Metropolitan Edmonton Educational Television Association
Monica Society
Municipal Finance Officers Association, Career Development Committee
Northwest Territories Department of Adult Education
Rural Education and Development Association
St. Nicholas Separate School, Edmonton
Spruce Grove Parent Group
Unifarm
University of Alberta Faculty of Business Administration and Commerce Experimental Program
University of Alberta School of Rehabilitation Medicine
Western Hog Growers' Association
Western Stock Growers' Association
Workman's Compensation Board
Y.W.C.A. Neighborhood Groups

PARTICIPATING UNIVERSITY OF ALBERTA INSTRUCTIONAL STAFF

ACADEMIC YEAR 1972-73

Alonso, J., M.A., Sessional Lecturer in Romance Languages

Andrew, W. T., Ph.D., Professsor of Plant Science

Badir, Ms. D., B.Sc., Assistant Professor of Household Economics

Baird, R. E., Ph.D., Associate Professor of Political Science

Bakker, J. J., M.S.C.E., Associate Professor of Civil Engineering

Bent, D. H., Ph.D., Director of Computing Services and Associate Professor of Business Administration and Commerce

Berg, R. T., Ph.D., Professor of Animal Science

Bigg, W. L., B.Sc., Associate Professor of Civil Engineering

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Programs Available on Community Initiative

The Department of Extension is prepared to give courses in any part of the Province at the request of individuals or groups provided that there is no overlap with courses offered by other agencies in the area and that there are enough people who wish to register.

Programming can be very flexible as to dates, format, and financial arrangements. Once the educational need has been identified, the other details can be worked out in a variety of ways.

To give some idea of the possible types of programs which might be given, the following are listed:

A Second Look

A series of three weekend seminars for adults contemplating a change in job, a return to school, or greater involvement in community activities. The program will include some psychological testing, information sessions about opportunities available, and group discussions focussed around these issues.

Maximum registration: 25 students.
Instructor/co-ordinator: Hayden Roberts.
Other staff will include a psychologist and local resource people.

Home Gardening and Landscaping

This is a one-, two-, or three-day short course for the home gardener and landscaper. The course deals with soils and soil improvement, general principles of garden culture, fruit production, ornamental trees and shrubs, house plants, flower culture, principles of landscaping, lawns, and pest control. Emphasis can be placed on any one of these subject areas upon the request of the course participants. The program will also focus on the particular gardening and landscaping problems of the participants.

This short course is arranged in co-operation with the Alberta Department of Agriculture and The University of Alberta Department of Plant Science. Horticultural specialists from these agencies will serve as instructors.

Film Programming

This one-day program will examine the many types of 16mm sound films available for use in programs of voluntary organizations: how to evaluate films, where to find them, how to use them as program material for information and discussion, and the physical arrangements required to make presentations effective.
Instructor: Jim Shaw.

The Production of Slide-Tape Sets

Participants will be organized into production teams (three to five persons per team) and will be involved in the development of a production plan for a slide-tape set: the specifications, treatment, and story board script. (This phase of the program will be completed as a pre-session assignment with the group meeting to view a slide-tape set on the production process.) Each participant will also receive printed instructions and blank forms for planning purposes.

The actual workshop, of two to three days in length, will include instruction and practice in basic photographic and recording techniques, making simple titles, making a composite sound tape of narration and background music and sounds, and organizing the materials for presentation. Basic materials and equipment will be provided during the workshop session.
Instructor: Jim Shaw.

Survey of Educational Media: A Utilization Workshop

A one- to three-day workshop to provide participants with an examination of the communications process, the characteristics of audio-visual media, and effective utilization techniques.

The workshop will involve participants in the selection and use of materials, in practice with the equipment, and in simple preparation techniques.
Instructor: Jim Shaw.

Basic Techniques for Preparing Instructional Materials

A variable length workshop on the production of materials for local needs. Work may include mounting, layout, graphic, laminating, coloring lettering, photography, and standards to produce charts, bulletin boards, overhead transparencies slides, and CCTV or films. Course content to suit local needs.

Instructor: Jim Shaw.

Teaching Adults

A two-day seminar for those concerned with teaching adults in formal and informal settings (schools, community organizations, staff training programs, etc.). Emphasis will vary to meet the needs of the group but will cover aspects of adult learning, program planning, teaching techniques, and evaluation.

Instructor: Hayden Roberts.

Educational Uses of Audio Materials and Equipment

A one-day workshop designed to explain and explore the uses of tape recorders, record players, and other audio devices. Participants will learn how to make high-quality tape recordings, edit and duplicate tapes, select components, and find sources for commercially made materials.

Instructor: Jim Shaw.

Maximum Registration: 20 students.

Simple Video Systems Workshop

This workshop will involve the participants in the setting up and operation of several simple video systems: vidicon camera, microphone, recorder and monitor, and the battery powered ½" portable recording system. Demonstrations will illustrate the capabilities and deficiencies of the systems and what happens when another camera is added, when different microphones are used, and when supplementary lighting is used. Short productions will be assigned to groups to try out the systems.

Instructor: Jim Shaw.

Maximum registration: 20 students.

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REQUEST FOR INFORMATION

Please send me information on each of the following programs:

Name

Address

THE SUGGESTION BOX

We welcome your suggestions on programs or procedures.
I offer the following suggestions:

Name

Address

Mail To: Department of Extension,
The University of Alberta,
Edmonton, Alberta T6G 2G4.

REGISTRATION FORM

Mr.
Mrs.
Miss

Title **Surname** **First Name** **Initial** **Home Phone**

Home Address **Number and Street** **Occupation**

City **Province** **Education Completed**

Business Firm Name

AGE GROUP:
UNDER 21 ☐
21 TO 30 ☐
31 TO 40 ☐
41 TO 50 ☐
OVER 51 ☐

Business Address **Business Phone**

City **Prov.** **Phone Extension** **How did you hear of this**

Course Title **Course No.** **Fee** **Date**

FEE IN FULL MUST ACCOMPANY REGISTRATION UNLESS EMPLOYER IS TO BE INVOICED
REMIT BY CHEQUE OR MONEY ORDER PAYABLE AT PAR TO THE UNIVERSITY OF ALBERTA

Invoice Employer ☐ 50% ☐ 100%

MAIL TO: DEPARTMENT OF EXTENSION,
THE UNIVERSITY OF ALBERTA, 82 AVENUE AND 112 STREET,
EDMONTON, ALBERTA T6G 2G4.

Signature

REFUND POLICY

REFUND APPLICATION BEFORE COMMENCEMENT OF PROGRAM will be assessed a nominal fee to cover charges involved in registration and refund.

REFUND APPLICATIONS RECEIVED AFTER COMMENCEMENT OF PROGRAM will be assessed a charge for every class previous to the withdrawal date. Fees per class are so arranged that by the time half of the course is completed no further refund will be available.

Non-attendance at a class does not constitute notice of withdrawal from it. Any telephone conversation advising of withdrawal must be followed by written confirmation.

The pink income tax receipt portion of the registration form must accompany all withdrawal requests.

QUAECUMQUE VERA

DEPARTMENT OF
EXTENSION